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## POSITION DESCRIPTION

**POSITION TITLE:** HARM REDUCTION FUND PROJECT COORDINATOR

**DEPARTMENT:** PUBLIC HEALTH

**CLASSIFICATION:**

**UNION:** OUT OF SCOPE

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** CLINICAL TEAM MANAGER, PUBLIC HEALTH

**POSITIONS SUPERVISED:** NOT APPLICABLE

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## POSITION SUMMARY

The Harm Reduction Fund Project Coordinator (HRFPC) is accountable for the overall coordination of the Harm Reduction – Indigenous Doula Caring for People who Use Substances project. The HRFPC works collaboratively with project staff, steering committee, regional leadership representatives, Indigenous community and First Nations partners and other key project stakeholders to deliver the outcomes identified within the project mandate.

The position of the Harm Reduction Fund Project Coordinator works in a manner consistent with and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health and within the principles outlined in the Harm Reduction Fund provided by the Public Health Agency of Canada.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Using a harm reduction, trauma informed, non-judgemental, and culturally grounded approach, the role and responsibilities of the coordinator are as follows:

- Administration and coordination of the project as outlined in the workplan and performance measurement:

- Responsible for the execution of the workplan activities to ensure the deliverables outlined in the Public Health Agency of Canada – Contribution Agreement are carried out.
- Assist with the contract of Indigenous Doulas
- Assist/Support the Indigenous Doulas in their role and connecting with peers, and other project partners.
- Coordinate and help to organize professional development for Indigenous Doulas
- Maintain and support communications with project staff, steering committee
- Responsible for reporting project progress to the steering committee and Interlake Eastern RHA senior leadership when requested.
- Organize and facilitate meetings, develop agendas and distribute minutes
- Coordinate training and capacity building sessions with Indigenous Elders and Knowledge Keepers
- Ordering materials and equipment for capacity building sessions
- Assist with event planning, year-end celebrations/feasts and capacity building workshops
- Other duties as delegated by the Public Health Clinical Team Manager and project steering committee.

Responsible for Finance Management of project budget and reporting requirements of the PHAC Harm Reduction Fund:

- Responsible for maintaining project budget and responsible for submitting all financial documents- requisitions for per diem, facilitator and incidental costs for training, accommodations, space rental, etc.
- Work in collaboration with the external partners for data collection, performance measurement and evaluation purposes.
- Responsible for assisting the evaluation team with data collation, documentation and tracking of project activities using appropriate data collection tools such as Excel, and completing PHAC required project reports.

**OTHER**

- Performs other duties as assigned.
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Undergraduate degree in Community Development, Community Health or Social Services combined with a minimum of (2) two years related experience;
- OR; a combination of education and experience in demonstrating leadership and coordination of community projects with developing and implementing community mobilization.

**REQUIRED KNOWLEDGE:**

- Harm Reduction training preferred.
- Trauma Informed and Motivational Interviewing training preferred.
- Awareness of historical and social factors that have influenced Indigenous people.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook required.

**EXPERIENCE REQUIRED:**

- Minimum one (1) year project management and coordination experience.
- Experience working with people who use substances and have lived experience through a harm reduction lens.
- Experience in collaboration and partnership with Indigenous communities.
- Experience with financial reporting and accountability.
- Experience with developing progress reports on project deliverables.
- Experience in qualitative and quantitative data collection and evaluation methodology.
- Event planning experience.

**SKILLS/COMPETENCIES:**

- Demonstrated written and oral communication skills.
  - Demonstrated problem-solving skills.
  - Demonstrated ability to work independently with minimal supervision and when required work effectively within a team environment.
  - Valid Manitoba drivers license.
  - Mental and physical ability to meet the demands of the position.
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Preference will be given to candidates who have self-declared as Indigenous in accordance to Representative Workforce Policy (GA-6-P-330).
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - The incumbent will make decisions within the parameters of the program assigned, and will function independently on a day-to-day basis and manages assigned duties accordingly.
  - May provide service to clients with challenging behaviors at times.
  - Will be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: April 2022  
Date

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Regional Manager/Supervisor Date

Approved by: \_\_\_\_\_  
Regional Lead/ CEO Date

Reviewed by: \_\_\_\_\_  
Regional Lead, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*