



Southwest Ontario
Aboriginal Health
Access Centre

Holistic Arts-based Program Coordinator

Location: Owen Sound, Grey-Bruce Counties, Ontario

Status: Part-time contract until March 31, 2019 (with possible extension)

Posting Date: July 25, 2018

The Organization: Southwest Ontario Aboriginal Health Access Centre (SOAHAC) strives to provide quality, wholistic care by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit and Métis within the Southwest region. SOAHAC has a mandate of ensuring that health services are accessible, of high quality and are culturally appropriate.

Role Summary: Reporting to the Owen Sound Integrated Care Manager, the Holistic Arts-based Program Coordinator's will develop and manage implementation of the Holistic Arts-based Program (HAP) throughout Grey and Bruce County. This program is a 12 week structured group that offers participants opportunities to develop mindfulness skillsets to promote lifelong mental well-being. The Program Coordinator key responsibilities will include: identifying sites and locations to offer the program, collect registrations for each site, manage facilitators/co-facilitators and materials required at each site, collect and analyze evaluations and complete reporting as required by the Centre of Excellence Child and Youth Mental Health.

Qualifications:

- Post-Secondary education required in social services or a related field (degree or diploma)
- Understanding and respect for Indigenous communities; demonstrated knowledge of Indigenous culture, values and traditions, as well as, understanding and experience working in diverse, marginalized communities
- Direct experience working in a coordinator or administrative support role
- Ability to provide a clean police/vulnerable sector check
- Valid driver's license, personal auto insurance and access to a reliable vehicle required
- Must be willing to complete Indigenous Cultural Safety training
- Ability to collect and analyze data, including familiarity with computer software applications.

Responsibilities:

Working within a community development framework, the Program Coordinator:

- Develop and maintains relationships with key community stakeholders
- Manage scheduling, registration and communication with participating stakeholders to develop process and consistency in Holistic Arts-based Program deliverables
- Facilitate and organizes a range of opportunities for program facilitators and participants to develop working skills
- Complete all administrative tasks connected with the program
- Provide direct emotional support and practical assistance to individuals if it is required, such as information and referral to external community resources.
- Work within an approved budget; order, maintain and distribute equipment and supplies to all operating programs

- Monitor and maintain an overview of the capacity of the assigned staff and manages any necessary adjustments
- Facilitate and supports participatory decision making within the organization based on community development principles, by facilitating staff meetings, trainings, and other special events
- Maintain oversight and supervise facilitators involved in offering Holistic Arts-based programming
- Incorporate health and safety practices into all work routines.
- Address conflicts or issues within the assigned staff group to ensure a healthy and safe working environment
- Review, monitor and prepare reports based on pre, post and post-post evaluations
- Complete required grant reporting as required by the Centre of Excellence Child and Youth Mental Health
- Schedule and manage required Knowledge Mobilization Event as defined by the Centre of Excellence
- Develop Holistic Arts-based Program steering committee to uphold sustainability strategy
- Effective time management & organizational skills/ effective public speaking and education skills/ excellent interpersonal, problem solving skills/ strong written and oral communication skills

This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.

Please Note: This position is based on annual funding and is a contract part-time position (until March 31, 2019 with possible extension) @ 21 hours (3 days) per week.

SOAHAC values diversity and is an equal opportunity employer; however hiring preference will be given to qualified Indigenous applicants. SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

If you are interested in applying for this position, please forward your cover letter, resume, and names and contact information of 3 references (two references from a supervisor or manager) to:

Email: **careers@soahac.on.ca**

Or mail to: Attention: **Anna-Marie Evans**
Human Resources Manager
Southwest Ontario Aboriginal Health Access Centre
425 – 427 William Street,
London, ON N6B 3E1

Closing Date: **August 17, 2018**

Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: www.soahac.on.ca or like us on www.facebook.com/soahac to learn more about us!