



## **JOB POSTING**

**Posting: Network Coordinator**

**Location: Thompson, MB**

**Start Date:** ASAP - March 31, 2023 (with the possibility of an extension)

**Hours:** 37.5 hrs/week

**Hourly Rate:** \$33.119/hr

*The Manitoba Harm Reduction Network (MHRN) and all of our sites are located on Indigenous land. Specifically, we are located on Anishinaabe, Ininew, Oji-Cree, Dene, Dakota land and are also in the homeland of the Metis Nation. Our central office is in Treaty 1 and we have been invited to work in Treaty 1, 2, 3, 4, and 5 territories. The MHRN recognizes the importance of decolonizing our services in the spirit of reconciliation ensuring the TRC Calls to Action are applicable within our core operational activities.*

The MHRN is a provincial network working towards ensuring harm reduction is universally practiced, by individuals, organizations and systems, to address STBBI and substance use. The mandate of the MHRN is to coordinate efforts and support harm reduction within and across jurisdictions. MHRN strives to provide services in a way that is kind and respectful, while reflecting the passion people have for their communities.

### **JOB SUMMARY**

The MHRN requires an experienced, knowledgeable, and motivated Network Coordinator who works using a harm reduction, trauma informed, anti-racist, and culturally grounded approach to work with peers and stakeholders in Thompson and surrounding areas. Supporting the Memorandum of Understanding (MOU) between the MHRN and the Regional Health Authority, the role of the coordinator is to; 1. Coordinate a Peer Advisory Group with people who use drugs and 2. Coordinate a Harm Reduction Network with stakeholders. This position reports directly to the Networks Manager and works closely with peers and stakeholders in the community.

### **JOB DESCRIPTION**

Using a harm reduction, trauma informed, anti-racist, and culturally grounded approach the successful candidate will be responsible for:

Using a harm reduction, trauma informed, anti-racist, and culturally grounded approach, the Employee agrees to provide services to the Organization aligned with their skill set, as per job description:

- Administration and coordination of the respective harm reduction network:
  - Responsible for recruitment of network members and maintaining relationships
  - Maintain and support network communications with members
  - Organize and facilitate meetings, develop agendas and distribute minutes
  - Coordinate training opportunities for network members
  - Coordinate the Network to execute the annual workplan in the Memorandum Of Understanding (MOU) with the respective health region:
    - This may include: Outreach, education, and awareness campaigns; lunch & learn sessions; youth workshops
- Coordinate respective Peer Advisory Council(s):
  - Maintain and support communications with members
  - Organize and facilitate meetings as directed by the council members
  - Coordinate training and capacity building opportunities for members
  - Coordinate the councils to develop workplans and budgets; support the execution of workplan activities
- Responsible for Finance Management of program budgets and reporting requirements:

- o Responsible for maintaining program budgets:
  - Network budget according to MOU with respective health region
- o Responsible for submitting all financial documents - requisitions for per diem, bookings costs for training, accommodations, etc.
- o Responsible for managing and reconciling petty cash expenses
- o Responsible for producing program reports:
  - Reporting to Network on activities outlined in the MOU
  - Completing reporting requirements for the MOU with respective health region
- Assist with the development and administration of evaluation tools according to workplans
- Coordinate social media modes as identified by the Network and Advisory Councils
- Responsible for ensuring that necessary materials & equipment for activities are in stock
- Identify, develop, and/or participate in appropriate networks and coalitions
- Responsible for day to day operations of the office
- Assist with event planning, including conferences
- Follow all policies and procedures of the Organization
- Other duties as delegated by the Executive Director

The Employee further agrees that position titles, job duties, responsibilities, and expectations can change to meet the needs of the Organization. In the event of substantial changes in job expectations, the Organization will provide advanced notice aligned with the requirements under the Manitoba employment standards act.

### **QUALIFICATIONS**

- Post-secondary education in a related field or a minimum of 3 years' experience working in the field of community health and/or social services
- Experience in the provision and maintenance of budgets and finance management
- Experience in project management, including research, proposal, report writing, and project evaluation
- Demonstrated ability working in harm reduction, trauma informed, anti-racist, and decolonizing environments
- Demonstrated ability to work respectfully with the Indigenous community
- Demonstrated ability to work collaboratively with communities impacted by the social determinants of health
- Effective written, verbal and non-verbal communication skills and networking abilities
- Experience working in the field of health promotion and HIV and hepatitis C
- Possess a working knowledge of community resources in Thompson
- Must be able to work flexible hours per the activities required of the job position
- Proficiency in applicable software programs including Microsoft Office and GMail
- Ability to work independently, as well as a member of a team

### **HOW TO APPLY**

Please submit your resume and cover letter by email before 4pm on **November 15, 2023** to [humanresources@mhrn.ca](mailto:humanresources@mhrn.ca) with APPLICATION - THOMPSON in the subject line.

**Applicants are to clearly demonstrate how they satisfy the qualifications above and work from a harm reduction approach in their cover letter.** Only those selected for interviews will be contacted.