



Native Council of PEI Job Posting

Position: Mobile Harm Reduction Team Coordinator
Hours: 37.5 per week
Wage: \$20 per hour
Start Date: As soon as possible

POSITION SUMMARY:

The Mobile Harm Reduction Project is a newly created project within the Native Council of PEI (NCPEI). This 24-month project is focused on reducing harm in the lives of the off-reserve Indigenous peoples in PEI who use drugs and other substances by meeting the clients where they are in a non-judgmental and culturally appropriate manner. The Coordinator will manage the program, including supervision of two Mobile Harm Reduction Outreach Workers. In addition, the Coordinator will be the primary point of contact for program stakeholders and partners.

REPORTS TO: The Management Team and ultimately the President & Chief of NCPEI

KEY RESPONSIBILITIES:

- Coordinate and oversee the work of the MHRT Outreach Workers.
- Work closely with program partners to research best practices and develop tools/materials.
- Participate in the creation and execution of the program evaluation plan.
- Maintain accurate records and client intake forms as well as adhere to confidential collection and storage policies.
- Maintain program database statistics for purposes of evaluation and research.
- Promote the program to the off-reserve Indigenous community as well as provincial and municipal stakeholders.
- Source, purchase and assemble harm reduction toolkits.
- Provide knowledge about the NCPEI services and support programs to facilitate wrap around care to those in vulnerable situations.
- Create and maintain a document/binder containing all processes, forms, and documents related to the coordination of the project.

QUALIFICATIONS

- Post-secondary education in a relevant field.
- 3 to 5 years' experience in program management including implementation and evaluation.
- An acceptable combination of education and experience would be considered.
- A strong background in mental health and addictions.
- Expertise with case management and the development of integrated care plans.
- Demonstrated success working with Indigenous communities in a related capacity.
- High level of organizational, administrative, and facilitative skills.
- Valid driver's License and a reliable vehicle.
- Vulnerable record check is required prior to commencing employment.

Please submit your cover letter and resume by email to:

humanresources@ncpei.com

Subject Line: MHRT Coordinator

Competition will remain open until position is filled.

As per section 16 (1) of the Canadian Human Rights Act: Preference will be given to persons of Indigenous ancestry.