



Native Council of PEI

Job Posting – MHRT Coordinator

Job Title:	Mobile Harm Reduction Team Coordinator	Position Type:	Full Time
Location:	Charlottetown	Travel Required:	Frequently
Wage:	\$22 per hour	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com 902-629-1541	Date Posted:	October 31, 2022
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources
 Subject Line- MHRT Coordinator
 Fax Number-(902)368-7464 Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Mobile Harm Reduction 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 five Mobile Harm Reduction Outreach Workers. In addition, the Coordinator will be the primary point of contact for program stakeholders and partners.

ROLE AND RESPONSIBILITIES

- Coordinate and oversee the work of the MHRT Outreach Workers.
- Work closely with program partners to research best practices and develop tools/materials.
- In collaboration with external funder monitor 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 AND EDUCATION REQUIREMENTS

- 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.