

## POSITION DESCRIPTION

<b>POSITION (TITLE):</b>	Healthy Kids HOME Program Coordinator 1.0FTE Term to March 31, 2024	<b>DIVISION:</b>	Health Promotion
<b>REPORTS TO:</b>	Manager, Healthy living	<b>UNION AFFILIATION:</b>	Non-union
<b>REVIEWED: Direct Supervisor</b>	Manager, Healthy Living	<b>DATE: (R) if revised</b>	August 2021
<b>APPROVED: Director</b>	Director of Health Promotion	<b>DATE: (R) if revised</b>	September 2021
<b>ORIGINAL VERSION APPROVED:</b>	September 2021	<b>REVISION DATES:</b>	

### **POSITION SUMMARY:**

Working with the Public Health Agency of Canada (PHAC), Lakehead University, City of Thunder Bay and Our Kids Count as well as Steering Committee project partners, the Healthy Kids HOME Program Coordinator will ensure a successful implementation of the “Healthy Kids HOME Program” in the City of Thunder Bay. The program seeks to enhance the health of urban families through the provision of tailored health promotion and community engagement programs and services at the neighbourhood level.

Reporting to the Manager of Healthy Living, the Healthy Kids HOME program coordinator will be responsible for working with multiple community stakeholders and a local Healthy Kids Steering Committee to plan, implement and evaluate the program and complete required reports as required by PHAC. The Coordinator will develop and maintain productive relationships with key stakeholders in the community and identify corporate contacts in order to meet program objectives and will be responsible for understanding the responsibilities of all parties involved and the resources available to the Healthy Kids HOME program, Thunder Bay.

### **DUTIES AND RESPONSIBILITIES:**

#### **Program:**

Working with the City of Thunder Bay, OKC, Healthy Living team members and Manager of Healthy Living the Coordinator will:

- Demonstrate familiarity with the Healthy Kids HOME program and funding as set out by PHAC.
- Become familiar with the Asset-Based Community Development Model and ensure the model is used throughout the delivery of the program
- Promote and educate the public about the Healthy Kids HOME program.
- Collaborate with existing partners and recruit new community partners that may be interested in participating in the program.
- Participate as an active member and co-lead the Healthy Kids Steering Committee.

- Act as Liaison and support to all Healthy Kids partners, such as the City of Thunder Bay, District school boards and various other partners.
- Consult with and maintain positive working relationships with other agencies and assist in planning and facilitating neighbourhood mobilization strategies.
- Develop, plan and evaluate communication initiatives as identified by stakeholders, through mass media communications.
- Collaborate with Lakehead University, and other relevant community partners to undertake the collection of data on the predetermined indicators, methodology and evaluation as set out in the Healthy Kids HOME Program.
- Respond to information requests on behalf of the program.
- Represent the Health Unit on strategically selected community health committees, agencies and/or boards as approved by the Manager.
- Coordinate and lead regular meetings for Neighbourhood Leads as well as maintain regular contact to ensure program goals are met.
- Participate on relevant Health Unit project teams when requested.

#### ***Administrative:***

- Oversee 4 Neighbourhood Lead staff to ensure that programs are delivered in the manner outlined in the grant and by Steering Committee direction.
- Discuss any staffing performance issues with staff employers as needed.
- Ensure that Neighbourhood Leads hours are within budgetary parameters.
- Prepare and implement operational plans, in collaboration with the Healthy Kids Steering Committee, and Healthy Living program
- Ensure that any reporting requirements set out by the PHAC are met in a timely manner.
- Participate with City of Thunder Bay and Health Unit employees in budgetary planning. Maintain complete program and budgetary reports and tracking.
- Assist in the preparation of Board and Annual Reports prepared by the Divisional Management team.
- Assist Divisional Managers in the preparation of Board resolutions, position papers and contextual background materials on identified strategic program issues.
- Maintain professional competence by participation in professional development programs, training and by individual self-directed study.

#### ***QUALIFICATIONS/REQUIREMENTS:***

- Post- Secondary Education, Master's level preferred, from a college or university in health, social services or a related field
- Demonstrated knowledge and experience working with community groups
- Knowledge of children's services and community resources throughout the City and District
- Ability and experience in managing program budgets
- Effective relationship management experience and skills to work with multi-sectoral partners
- Training and demonstrated expertise in team leadership, facilitation and conflict management experience
- Demonstrated team building, coaching, and mentoring skills
- Experience in program evaluation, data collection and social marketing is an asset
- Experience working with First Nations people
- Strong leadership skills with a respect for diversity and ability to connect with adults and children

- Strong oral and written communication skills, computer skills, ability to conduct presentations, and excellent organizational and planning skills
- Experience developing new and innovative programs or initiatives and possess knowledge about chronic disease prevention
- Project management experience
- Valid driver's licence and access to a vehicle
- Satisfactory criminal reference check
- Willingness to work flexible/irregular hours

***OCCUPATIONAL HEALTH AND SAFETY:***

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.