



**Strathcona Community Health Network**

## **STRATHCONA COMMUNITY HEALTH NETWORK COORDINATOR**

### **JOB SUMMARY**

The role of the Strathcona Community Health Network (SCHN) Coordinator is to build the capacity of the network and move the network towards collective action that will address the social determinants of health in the region. The Coordinator will be the *conduit* that builds and fosters healthy and connected people and places within the region. The Coordinator provides leadership in facilitating regional partnerships and projects and works to promote and advocate on behalf of the network as well as being the primary contact and providing administrative support to the SCHN.

The SCHN Coordinator has a dual reporting responsibility to that of the Strathcona Regional District (SRD) as the employer, and directly to the Co-chairs of the SCHN.

### **DUTIES & RESPONSIBILITIES:**

- Coordinate and oversee operations of the network to strengthen the capacity of the network and move the network towards tangible actions and outcomes
- Develop, implement and lead strategic and operational planning; including tracking and monitoring progress through monthly and quarterly reporting
- Facilitate and organize meetings of the SCHN and stakeholders in conjunction with the network Co-Chairs. This includes the preparation and distribution of agendas and documenting meeting minutes
- Prepare and manage budget; provide written and financial reports on a monthly basis
- Manage correspondence, communication and promotion of the network, including the use of social media and website
- Provide leadership and actively seek out opportunities to secure partnerships, funding and other resources that will work towards securing the long-term sustainability of the network
- Undertake activities to raise awareness and maintain a public profile for the SCHN, while developing and promoting working relationships with the public and stakeholders

- Procure and manage goods and services contracts (i.e. meeting facilitators, catering, and professional consultants) as required
- Lead work with volunteers
- Develop and promote collaborative, healthy working relationships with partners, stakeholders, and government agencies to achieve SCHN aims
- Evaluate improvement processes and identify opportunities to improve effectiveness and make recommendations to the SCHN regarding all aspects of governance
- Use collaborative asset-based community development approaches that ensure regional voices are represented
- Provide support to other SCHN Coordinators and the Community of Practice

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated knowledge of population health and determinants of health, and experience analyzing qualitative and quantitative research studies to directly inform strategic and/or policy direction
- Proven ability to coordinate and facilitate public participation, community development processes and quality improvement methodologies
- Demonstrated facilitation, oral and written communication and presentation skills
- Proficient in digital engagement for communication, information gathering and decision making
- Collaborative communication style that supports individuals/groups to achieve optimum collaboration and cultural safety
- Highly organized and well-developed oral and written communication skills
- Knowledge and experience with local Aboriginal culture and communities in the Strathcona region
- Ability to carry out functions within a culturally safe manner
- Experience in event planning and coordination
- Project management experience
- A sound understanding of systems thinking
- Strong conflict resolution, critical thinking and problem-solving skills including the ability to ascertain the 'real issue' and facilitate a respectful, healthy dialogue that builds on ideas/thoughts
- Proven team player that can follow a system and protocol to achieve a common goal
- Self-starter with an ability to work independently, energetic, passionate, innovative, collaborative

- Ability to work a flexible work schedule including some weekends and evenings, and travel to remote communities within the region as required
- Ability to foster and promote good public relations
- Ability to promote positive change
- Familiarity with local government regulation, operations and procedures as well as provincial/federal and First Nations health systems would be desirable
- Ability to maintain confidentiality on all sensitive matters and to deal tactfully and effectively with elected officials, senior staff, media and members of the public
- Ability to multi-task, set priorities effectively, time manage and problem solve, including early identification of issues/problems that may arise, with an awareness of when to elevate issues as appropriate

### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Post secondary degree in community development, public health, social sciences, planning, public or business administration or a related field or an equivalent combination of education, skill and experience
- Three to five years recent related experience in community development and health or the equivalent combination of education and experience
- Valid Class 5 BC Drivers Licence