



JOB POSTING

Competition Number NU 2024-06

Union/Non-Union: Non-Union
Position: Gateway Hub Community Coordinator
Status: Permanent Full-Time
Program: Programs and Services
Initially assigned to: 147 McIntyre Street West

Purpose:

Under the supervision of CMHA North Bay and District, the Gateway Hub Community Coordinator is responsible for maintaining and building upon the existing structure of the Gateway Hub while promoting the overall vision and mission.

This position will also be responsible for fostering positive relationships among Gateway Hub partners and community stakeholders by utilizing diverse community development and engagement strategies.

As the primary contact for the Gateway Hub, the Gateway Hub Community Coordinator's primary function is acting as the Chair of the Hub committee but will also be responsible for assisting with and supporting in the implementation of the new Violence Threat Risk Assessment (VTRA) protocol for North Bay.

The Gateway Hub Community Coordinator will perform various administrative functions, facilitate meetings, prepare reports and analyze data. The position will be responsible for facilitating the work of the Situation Table to provide risk and needs-based integrated service delivery in situations of acutely elevated risk through early identification and rapid deployment of real-time interventions moving to long-term solutions.

Education and training:

- Proof of successful completion of a post-secondary education in Social Services or other related fields

Duties:

- Act as Chair of the Gateway Hub and ensure that an alternate Chair is appointed from the membership for those times when they are unavailable to attend
- Ensure new members are trained and able to work within the Hub parameters
- Apply the Four Filter Approach to all cases presented at the Situation Table
- Ensure Hub tasks are followed up on and that discussions are closed by the Table under the guidance of the Chair
- Collect, compile, and enter data for the Risk Driven Tracking Database
- Ensure that decisions are based on a consensus; solution focused approach that engages team members in a collaborative process
- Represent the Gateway Hub at community meetings
- Ensure that the composition of the Gateway Hub Situation Table is multi-disciplinary and able to meet the needs of the risks identified at the Table
- Respect and support the right to individual privacy and maintain confidentiality in regards to Hub discussions
- Ensure that information being shared is relevant and within the provisions of information sharing and privacy regulations, where there is an operational purpose and need to do so to mitigate risks and in the interests of community safety and wellness
- Collaboratively develop and implement integrated, multi-agency, evidence-based solutions
- Ensure that the work of the Gateway Hub remains coordinated, aligned and inter-connected across the agencies and services the Gateway Hub table represents
- Establish trusting relationships with Hub stakeholders that allow for cross sectorial and collective approaches which will guide interventions and supports
- Assist in the implementation and coordination of the VTRA protocols

Requirements:

- A negative Police Vulnerable Sector Check
- A valid class G driver's license and proof of insurance
- Daily access to a reliable vehicle
- VTRA training or willingness to obtain
- Current Non-Violent Crisis Intervention (NVCi) training or willingness to obtain
- Current Applied Suicide Intervention Skills Training (ASIST) or willingness to obtain
- Able to lift at a minimum 20 lbs. from squatting to standing position
- Bilingualism (English/French) is an required

Experience:

- Minimum (5) five years' experience working in community development and/mobilization, community services, community outreach

Knowledge/Skills/Abilities:

- Excellent working knowledge of computers and word processing applications including word processing, spreadsheet and presentation software applications (e.g. Word, Excel, PowerPoint) and Internet
- Working knowledge of the Risk Driven Tracking Database
- Excellent interpersonal skills, oral, written and verbal communications skills, including demonstrated ability in public speaking and meeting facilitation
- Ability to interpret and effectively communicate company policies and procedures
- Ability to maintain confidentiality under all applicable personal health information legislation
- Solid knowledge of community development and engagement strategies, community safety and well-being issues, principles and social prevention strategies
- Awareness of and sensitivity to issues of community and diversity
- Past experience in partnership development and stakeholder engagement
- Must have a creative/innovative focus on service delivery, a commitment to continuous quality improvement and evidence-informed practices
- Strong organizational/time management and multitasking skills with proven ability to meet deadlines. Must be self-driven, motivated, and able to work under minimal supervision
- Excellent research and analytical skills as well as strong attention to detail

Personal Suitability:

- Commitment to continuous learning
- Demonstrated positive work record and good attendance
- Demonstrated commitment to client and family-centered care
- Willing to work flexible hours, days, evenings, weekends and holidays

Selection Process:

Candidates will be selected for the position based on their skill, ability, experience, and qualifications as identified in their resume

Shift:

Days (7 hours/day; Monday-Friday 8:00 am to 4:00 pm)

French Language Services Required:

Bilingualism is required. If no bilingual candidates (both internal and external) meet the qualifications, unilingual candidates will be considered

Salary:

\$31.81 - \$36.94/hour

\$57,894 \$67,230 annually (* based on full-time hours)

Send resume and cover letter via email

Please note the Job Competition Number: 2024-06 in the subject line of the email to:

careers@nbd.cmha.ca

CMHA-NBD promotes the principles of and adheres to the tenets of the Ontario Human Rights Code. We strongly encourage applicants with lived experiences, from Indigenous communities, people of all races, colours, ethnic origins, religions, disabilities, and sexual orientations to apply. We recognize that equitable access to employment is an agent in social change.