

# Brentwood Recovery Home

## JOB DESCRIPTION

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**JOB TITLE:** (12-month Contract) Part-time Project Coordinator

**DATE PREPARED:** March 25, 2024,

**DEPARTMENT:** Client Services

**REPORTS TO:** Program Manager

**POSTING NUMBER:** #06-2024

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### GENERAL SUMMARY

Under the direct supervision of the Program Manager, the Part-time Project Coordinator is responsible for the planning and implementation of a Peer Support training project. This training serves to elevate the organization's existing Peer Support Program to align with the current provincial model and industry best practices. With a focus on best practice integration, reducing knowledge/skills gaps and sustainability, the Project Coordinator will collaborate with external Peer Support expertise to design and facilitate Peer Support training. Duties include working with internal/external stakeholders, contracting a third-party training facilitator, coordinating internal and external resources, assisting with training curriculum design, maintaining a project budget, reporting, and maintaining grant reporting requirements for project funder, recruiting training participants, production of a Peer Support Retreat and other duties as assigned.

### ORGANIZATIONAL DUTIES AND RESPONSIBILITIES:

*In addition to specific key job responsibilities identified in this position description, the incumbent is also responsible for contributing and supporting the overall culture and working environment of Brentwood by:*

- Demonstration and exemplify Brentwood's mission and values in day-to-day work.
- Acting with the highest standard of professionalism with clients, family members, community partners, and colleagues.
- Working in a manner that preserves and respects the privacy and confidentiality of personal health information.
- Working in a manner that promotes and maintains the reputation of Brentwood and minimizes risk of harm and/or liability to the organization.
- Working in a manner that complies with Brentwood's policies and procedures.
- Working in a manner that meets all Health and Safety requirements to ensure a healthy and safe workplace.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following and other duties may be assigned.

#### ***Program Participant Coordination***

- Ensure that all aspects of the project are organized and meet timelines and project deliverables.

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- Liaise with group leaders, navigators, volunteer coordinator, and other stakeholders to clearly define objectives and determine how best to integrate training within the existing volunteer, and peer support.
- Work with a third-party contractor to design and implement training.
- Coordinate internal and external resources, ensuring that the project remains within scope, schedule, and budget.
- Assign and monitor project resources effectively.
- Assign roles and tasks as required.
- Serve as a point of communication between leadership, staff, funder, and external contracts.
- Recruit, develop, build, and maintain positive professional relationships with program participants.
- Maintain training schedules and track participant data.
- Prepare reports for leadership and project funder.
- Provide administrative report to the project and project stakeholders.
- Monitor and track the project's progress, handling any issues that arise.
- Report on the progress of the project to all stakeholders.
- Participate as necessary on committees.
- Other duties as necessary.

## **QUALIFICATION**

Degree or Certificate in Project Management or Project Coordination

### **Experience:**

- 2-3 years of experience coordinating projects
- 2-3 years of experience coordinating programs
- Knowledge of the Peer Support system and models of care specific to addictions treatment.
- Knowledge of curriculum design and adult learning principles
- Experience recruiting volunteers and program participants.
- Lived experience considered an asset.

### **Knowledge & Skills:**

- High level of computer software knowledge
- Demonstrates the ability to work in a multidisciplinary team.
- Excellent organizational skills
- Effective oral and written communication skills
- Bilingualism in both official languages would be an asset.
- Strong organization, presentation, and customer service skills
- Strong interpersonal skills with the ability to network, motivate and inspire.
- Ability to multi-task, to be flexible and to adapt to changes quickly.
- Ensure quick and accurate data entry and reporting.
- Ability to handle limited resources, to think creatively and bring solutions.
- Ability to deal effectively with internal and external stakeholders.

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***Interaction:***

Able to work with other professionals to problem solve and achieve common goals in a predicative manner using a cooperative approach.

***Decision making and problem solving:***

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues.

***Energizing:***

Able to create positive energy (motivation) in both individuals and groups.

**Compensation and Schedule:**

\$25.50 per hour

25 Hours per week

Monday thru Fridays 5 hours per day

Valid Police Clearance with Vulnerable Sector check will be required within the first 30 days of employment.

**How to Apply**

In compliance with Covid-19 related policies and restrictions, resume and cover letter may be submitted by email to [jlavin@brentwoodrecovery.com](mailto:jlavin@brentwoodrecovery.com) on or before 3pm Monday April 8<sup>th</sup>, 2024.

**Please mark in the subject line “Posting # 06-2024**

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