

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2023-163

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| POSITION TITLE: Contract Program Coordinator Crystal Meth Project | |
| DEPARTMENT: Urban Health and Homelessness Services | STATUS: Contract Full-Time, non-bargaining unit |
| # HRS / WEEK: 35 | CONTRACT DATES: ASAP till October 6, 2023 or the return of the incumbent |
| REPORT TO: Manager of Peer Program and Development | HOURLY RATE: \$31.50 |
| EXTERNAL CLOSING DATE: Posted until filled | |

GENERAL DESCRIPTION: The Program Coordinator, Crystal Meth Project is a member of the Urban Health and Homelessness Services leadership team has responsibility for coordinating activities for people who use crystal meth as part of a community development initiative aimed at engagement, knowledge sharing, skills development, and improved health and social supports for people who use crystal meth. The Crystal Methamphetamine Project is a community based, evidence-based, peer led, harm reduction project aimed at building the capacity of service providers and people who use crystal. Project activities include coordination of a bi-weekly drop-in, weekly support group, and the recruitment, training, and ongoing support of people with lived experience of crystal meth use to participate in a paid intensive peer training and development program. Graduates will then work to provide outreach, education, and drop-in support. The Coordinator will also lead the identification of best practices and creation of a project manual to support replication in other locales.

MAJOR DUTIES:

- Coordinate basic drop-in activities including access to showers and laundry, hygiene products, and clothing
- In collaboration with peer workers, plan, implement and evaluate a variety of recreational activities and programs for participants such as group programming, that promotes meaningful connection and improved well-being
- Maintenance of good knowledge of community services for the population served by the program
- Recruit, train and support people with recent or current lived experience of crystal meth use for drop-in support, outreach, and education roles.
- Work with TNG staff to modify and create a crystal meth-specific version of the TNG Peer Training Program
- Provide leadership and supervision for peers enrolled in the program
- Develop, in collaboration with the Manager, all administrative and evaluation tools for the program
- Coordinate and monitor financial matters (petty cash, honouraria, and timecard submission) and budget and report to Manager as required
- Maintain records and complete all reporting as required by funders and supervisor including preparation of statistical reports, attendance forms, staff timetables, and other written documentation relevant to a drop-in project
- Work with project workers with lived experience to identify and achieve goals and complete detailed assessment, support planning, and advocacy
- Lead team members in preventing and appropriately handling conflict and potential crises and facilitate debrief meetings
- Ability to carry a back-pack and walk for two hours for outreach shifts
- Form positive relationships with community and system partners to build capacity to support people who use crystal meth
- Create and facilitate education and training on the impact of crystal methamphetamine to increase capacity of providers to better serve the population
- Lead the identification of best practices and creation of a project manual to support replication in other locales
- Maintenance of good knowledge of community services for the population served by the program and connect participants with supports that will help them achieve and maintain their self-identified goals
- Maintain accurate records and complete project reporting required by funders and supervisor
- Take part in research activities as required for the project.
- Serve on external networks and committees as needed or assigned

REQUIREMENTS & QUALIFICATIONS:

- B.S.W./B.A. and minimum 4 years' experience working with target populations including individuals experiencing homelessness, substance use, and mental health issues, or 2-year postsecondary education from accredited institution in a relevant field and minimum 6 years working with target populations including individuals experiencing

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement

homelessness, substance use, and mental health issues, or equivalent combination of education and experience/employment and life experience

- 2 years of supervisory experience with volunteers, peers or individuals with lived experience including goal setting, planning, and employment support
- Demonstrated experience working with peer workers and development of peer based programs
- Demonstrated leadership skills and experience working on a multidisciplinary team
- Recent experience and demonstrated understanding in the areas of substance use, mental health, harm reduction, and homelessness
- Expertise through lived experience of substance use, homelessness, sex work is an asset
- Personal experience of, and an awareness of, health care and mental health care systems is an asset
- Highly skilled in areas of strategic partnership development, networking, and addressing systemic barriers
- Experience building and maintaining cross-sector collaborative relationships
- Experience in program development, implementation and evaluation is an asset
- Superior group facilitation skills and proven experience developing curriculum/workshop content
- Strong understanding, analysis and commitment to social justice issues, equity, anti-racism and anti-oppression knowledge and practices
- Proficient with MS Office, and web-based data entry
- Excellent communication, initiative, judgment, and problem-solving skills
- Demonstrated organizational and time management skills
- Excellent written and verbal skills in English
- The ability and willingness to support community members in distress
- Recent demonstrated knowledge and skills in assessment, crisis intervention and prevention, conflict resolution and negotiation skills, including CPI certification or willing to be trained
- Ability to work in a dynamic community-based setting with marginalized populations
- A current police record check is required for this position
- Able to work evenings, weekends and on-call as assigned

To apply, submit your resume with "TNG2023-163" in the subject line of your email to: careers@tngcs.org