

Project Coordinator: Call for Expressions of interest
Victoria Community Action Team
DUE: January 6th 2pm

The Victoria Overdose Community Action Team (CAT) project coordinator will support the CAT to achieve their strategic priorities by providing coordination services. The Victoria CAT is a collaborative group comprised of range of stakeholders including people with lived and living experience (PWLLE) of substance use and their families, community agencies, municipalities and health services.

About Community Action Teams:

On December 1, 2017 the Ministry of Mental Health and Addictions launched an Overdose Emergency Response Centre (OERC). The goal of the OERC is to spearhead urgent action at the community level to prevent further deaths and to support people using substances and people struggling with addiction to access supports, treatment and recovery services where appropriate. Community Action Teams (CATs) facilitate collaboration, discussion and decision-making related to the overdose response at the local level related to the comprehensive package of interventions listed below and escalate local community priorities to the OERC.

Project Timeline:

January 2019 – October 2020

Project Budget:

35 hours/ month (approx. 375 hours at \$40/hr)

Responsibilities and Deliverables:

1. Implementation of the action plan for Victoria Community Action Team including:

- Attendance and reporting at monthly Victoria Community Action Team Meetings and other relevant community meetings
- Coordination of action plan events and activities defined by the CAT and providing reporting on these
- Tracking project progress according to project plan, monitors and reports on progress, problems and recommended solutions to the CAT Co-Chairs and leadership committee
- Prepares and distributes CAT updates and other public relations materials relations to various stakeholders and the community in general
- Assists in the promotion of education and training on responses to the overdose crisis

2. Development and maintenance of the CAT membership, stakeholders and other partnerships needed to enhance the work of the CAT including:

- Supporting the attendance and participation of people with lived/living experience (PWLLE) in the CAT including working closely with the PWLLE and family sub-committee
- Engagement with local indigenous communities and organisations and the First Nations Health Authority (FNHA)
- Review of the CAT membership including member survey

Qualifications:

- Recent related experience in project management, community development and engagement, community capacity building, or an equivalent combination of education, training and experience;

Skills and Abilities:

- Knowledge working with diverse populations and multiple stakeholders including people with lived and living experience with substance use;
- Demonstrated understanding of harm reduction, trauma informed practices and the impact of the overdose crisis on communities
- Experience working in indigenous people and communities and demonstrated understanding of cultural safety and humility.
- Working knowledge of project management methodology and/or project planning.
- Working experience in facilitating multi-stakeholder collaborative initiatives;
- Working experience writing and submitting grant proposals;
- Demonstrated ability to communicate effectively, both verbally and in writing;
- Demonstrated ability to plan, organize, and prioritize work

How to Apply:

Please send the following documents:

- Cover letter outlining your qualifications and vision for undertaking this work and availabilities
- Resume (maximum of two pages)
- Example of a piece of writing

As this is an independent contract position, the contractor must have access to computer, laptop, printer, fax machine and any other equipment and office supplies required to carry out the functions of the contract.

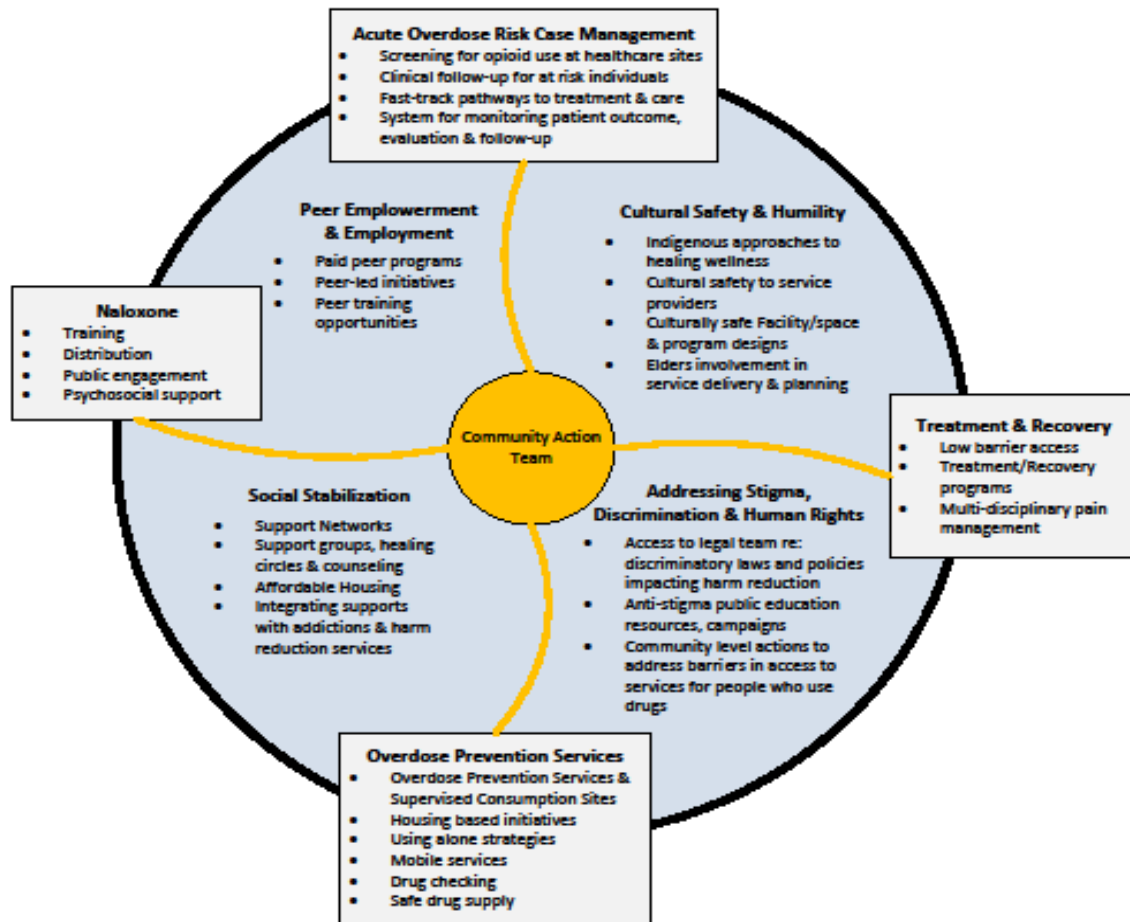
Reports to: Community Action Team Leadership Committee

Applications and any questions should be directed to: Katrina Jensen (Katrina.jensen@avi.org) on behalf of the CAT leadership committee.

Applications will be received until 2pm on January 6th and only applicants selected for an interview will be contacted.

The CAT is funded and led by the Ministry for Mental Health and Addictions, The Overdose Emergency Response Center and Community Action Initiative. Projects are guided by and aligned with the OERC's Comprehensive Package of Interventions detailed below.

Community Action Team Functional Model



Community Action Team members and their level/type of engagement will vary from community to community. Representatives will play one or more roles on the team including: leadership, partnership, informing/advocacy, promotion, licencing, exchange of information

Membership may include:

Community Agencies, Division of Family Practice, First Nations Health Authority & Indigenous Community Agencies, First Responders, Health Authority, Local Government, Peers & Families, Recovery Programs