



OUR VISION, MISSION & VALUES:

Women's Health Clinic (WHC) provides accessible, woman-centred services, creates strategic partnerships and advocates for system change. We work toward the vision of having equitable health and wellness services within and beyond WHC, delivered through a feminist lens. All our work is guided by our values – choice, inclusion, social justice, innovation and integrity.

WHC EXPECTATIONS:

Every employee is expected to contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork. Employees are expected to consistently attend work, function within WHC's principles of services, contribute to the quality of our services for clients and look for ways to improve our overall effectiveness and enhance client experience. Employees will respect each other, clients and members of the public and create an environment where clients have the information, knowledge and support they need to achieve their individual health and wellness goals.

WHC PROMISE:

WHC will provide employees with a respectful, healthy and safe work environment and compensate and recognize employees in a fair and meaningful way. We will provide employees with opportunities to participate in planning and decision-making and to communicate your concerns, ideas and suggestions. We will listen and be responsive. We will support employee growth and development through a culture of coaching, learning and encouragement.

Job Stream: C

Union Classification: Volunteer Coordinator

Position: Project Coordinator, Odéimin

Position Reports to: Manager, Odéimin

POSITION SUMMARY:

The Project Coordinator is responsible for leadership of site-specific projects which includes the coordination, resourcing and implementation of projects and activities in accordance with the Women's Health Clinic vision, mission and values. This position involves working collaboratively with the Management team, developing and overseeing project plans that address community needs, engagement and communication with stakeholders, and program evaluation. The position responds to client, community and agency needs and may require evening and weekend work.

Job Specific Day To Day Activities

1. Maintain a strong knowledge base to provide relevant assessments and support of organization, stakeholders, and community needs.
2. Responsible for developing and implementing relevant and comprehensive training, education and support for stakeholders related to specific projects.
3. Provide leadership by identifying and responding to emerging needs and coordinating the development and delivery of related activities.

4. Develop and implement an evaluation framework for all project activities within the community or Women's Health Clinic.
5. Respond to program-related inquiries as requested in consultation with staff, individuals, professionals, community, and media as needed.
6. Ensure accurate standardized records are created and maintained; provide relevant program and statistical information to management.
7. Maintain a strong external and community network, participating in education sessions, speaking engagements and other educational events.
8. Conduct research and literature reviews on various topics as needed.
9. Coordination and development (research and writing) of policy and position papers.
10. External network creation and coordination.
11. Workshop/training development and facilitation.
12. Coordination of working groups within Women's Health Clinic.
13. Participate in selected external and internal research activities.

Position Specific / Initiatives

- Knowledge and expertise in the area of pregnancy, birth and parenting
- Develop and deliver programs related to pregnancy, birth and parenting NA

Competencies

Client Service (delivers client-centered service)

- Identifies and understands diverse client needs
- Provides attentive and supportive service to address client needs
- Understands and facilitates access to the appropriate resources to better serve client needs
- Follows-up to evaluate client service, needs and requirements and make adjustments as required

Teamwork (works effectively with diverse individuals, groups and communities, and builds collaborative partnerships and relationships)

- Provides expertise, information, or other support to others
- Understands diverse and cultural needs of others and adapts own behavior to meet those needs
- Identifies beneficial partnerships and builds new relationships effectively
- Builds and maintains collaborative and respectful working relationships with others
- Works effectively in conflict situations to achieve a mutually beneficial result
- Builds opportunities for a positive work environment

Communication (the effective exchange of information and ideas to inform, educate, influence or advocate)

- Demonstrates active listening to others to ensure understanding
- Articulates complex information clearly and concisely in spoken and written formats to inform or educate others
- Adjusts tone and messages depending on audience needs
- Influences and/or advocates for a person or cause in an effective manner
- Communicates honestly, respectfully and constructively in situations that may be tense
- Follows up to ensure others understand information
- Ensures confidential information is maintained; identifies risks to management

Planning and Organizing (effectively plans, prioritizes, coordinates and implements required actions and resources to maximize outcomes)

- Organizes, prioritizes, plans and coordinates own tasks to complete work efficiently
- Coordinates information/work from others
- Maintains organized records and documentation
- Proactively monitors progress on work requirements and deadlines and identifies and notifies impacted parties

Analysis, Problem Solving and Evaluation (effective analysis and assessment and application of information to facilitate appropriate solutions and effective decisions)

- Identifies and critically analyses options to address needs and determine appropriate actions
- Anticipates potential issues or problems and identifies preventative or corrective actions
- Identifies and raises concerns and issues in a timely manner
- Makes effective decisions based on assessment and evaluation
- Effectively assesses short term and long-term impacts of decisions
- Evaluates actions, solutions and decisions once implemented

Leadership (Demonstrates skills and expertise to perform effectively and with integrity contribute to business results)

- Utilizes professional expertise to complete work and assists team as needed
- Ensures accuracy and high standards for work results
- Shows accountability in work and follows through on all commitments and goals
- Demonstrates and shares their expertise with others
- Identifies opportunities to continuously improve volunteer training, support, resourcing and development
- Adapts well to change and encourages others to embrace new ideas
- Open to feedback and takes initiative to improve skills
- Identifies emerging needs, trends, and practices in areas of expertise and adjusts practice or brings forward to their team as required

Technical/Position Specific Competencies

(the application of competencies specific to professional certification/association standards and guidelines)
N/A

Risk Management:

- Adheres to WHC Occurrence Reporting Policy and Procedures.

Education/Experience:

- Post-secondary education in a health or social service related field and/or an equivalent combination of 3-5 years related experience and education, education and training may be considered in lieu of formal education.
- Minimum three years' experience leading and supporting teams, preferably in a unionized environment.
- Experience in providing health education to community members
- Demonstrated computer proficiency
- Demonstrated presentation and facilitation experience in an adult education setting.
- Valid Driver's License and access to a vehicle

I have reviewed this position description and I understand my duties and responsibilities.

_____	_____	_____
Name (please print)	Employee Signature	Date

_____	_____
Director/Team Leader Signature	Date

☐ Copy to HR file