



Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensures that we, as a work community, treat all with, inclusivity, innovation, collaboration, accessibility respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

We are currently looking to hire a:

Project Coordinator
Part Time - 21 hours per week
2 year Contract

Reporting To: Manager, Community Health Teams

Purpose:

The Project Coordinator will improve equity and access to palliative care for vulnerably housed clients through partnership and stakeholder management in the community. Through relationship building, they will serve as a catalyst in the delivery of palliative care services to vulnerable clients. In addition to working with SCHC, the Project Coordinator will work closely with our project partners, the Inner City Health Associates' (ICHA) Palliative Education and Care for the Homeless (PEACH) Program.

By the end of the project, this role will be responsible for catalyzing a new model of care for people experiencing homelessness in Scarborough via the partnership between SCHC and ICHA's PEACH Program.

Key areas of responsibility:

- Project coordination and management.
- Community collaboration and stakeholder engagement.
- Building relationships with stakeholders.
- Meeting with partner organizations to understand clients who are vulnerably housed.
- Participate in project team meetings.
- Environmental scan and review of gaps in services for vulnerably housed residents requiring palliative care.
- Develop referral pathways for homeless & vulnerably housed people who require palliative care.
- Provide catalyst support for future funding opportunities.

Scope and Accountability:

Collaboration and Stakeholder Engagement:

- Engaging with all stakeholders on project requirements.
- Drafting an implementation plan for the organization.
- Seek stakeholder input into a standardized approach for vulnerably housed people.
- Support the development and reporting of project metrics.

- Attend funder meetings/huddles.
- Working with multiple partners and community agencies.
- Engage and build trusting relationships through communication.
- Attend meetings and events in the community that help understand Scarborough palliative profile, with the ability to strengthen services and partnerships.
- Perform an environmental scan of Scarborough for vulnerably housed people requiring palliative care.
- Develop referral pathways within partner.

Project Coordination/Management

- Review current supports in place for those vulnerably housed in Scarborough requiring palliative care services.
- Review current processes and develop new pathways with partner agencies/stakeholders.
- Build relationships with other individuals and agencies through engagement and partnership.
- Establish and maintain key relationships with healthcare providers and others key stakeholders for the purpose of program development for the project.
- Conduct periodic reviews to ensure project is on track.
- Ensure all project documentation is updated and conveyed to relevant stakeholders on time.
- Plan, schedule and control activities to fulfill identified objectives.
- Establish and serve as project advocate within organization.
- Consult and lead efforts of individual, team, client, and other resources associated with project activity.
- Ensure alignment on project goals and deliverables.

Educational and/or Professional Qualifications:

- Post-secondary education or relevant work experience in project coordination.
- A university degree or college diploma in project management or coordination is an asset.
- Relevant palliative care education is an asset.

Level of Experience:

- 3-5 years relevant experience in the nonprofit sector.
- Strong understanding and experience with those who are vulnerably housed.
- Chronic disease management and palliative care experience is an asset.
- Working with community partners/stakeholders.

Skills and Attributes:

- Project management/coordination experience.
- Experience with community development and engagement.
- Knowledge of current trends, resources, and information related to palliative care and homelessness.
- Excellent problem-solving, decision-making, and leadership skills.
- Effective communication, verbal, listening and writing skills.
- Strong assessment, problem solving and leadership skills.
- Sensitivity to and awareness of cultural, racial, and socio-economic diversity within the community.



- Familiarity with harm reduction, trauma-informed care and anti-oppressive practices is an asset.

Working Conditions:

- Flexible work schedule – occasional extended hours.
- Evening and weekend work will be required.
- Must have a valid driver's license and vehicle to travel between community agencies/stakeholders on a regular basis.

Remuneration: \$27.96 - \$32.64

Band: F

Please note: All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

Please apply in confidence to HR by email: Recruitment@schcontario.ca

We would like to thank all applicants; only those invited to interviews will be contacted.

Note: Please quote **CHT-PC** in the subject line.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

www.schcontario.ca.

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