



♀ ST. JOHN'S WOMEN'S CENTRE
📍 MARGUERITE'S PLACE
🚶 SAFE HARBOUR OUTREACH PROJECT

170 Cashin Ave. Ext., St. John's, NL, Canada A1E 3B6 | T. 709.753.0220 | F. 709.753.3817 | www.sjwomenscentre.ca

MAP Coordinator

The Managed Alcohol Program (MAP) Coordinator is responsible for overseeing the planning, delivery, and evaluation of the St. John's Status of Women Councils' (SJSWC's) MAP.

Currently, MAP is a harm reduction program for women and nonbinary people that provides a safe supply of alcohol and other supports to those who are harmed by drinking. This program has completed its initial 2-year pilot phase and is ready to expand to include additional participants and implement province wide training and ensure that resources are available to those supporting other populations and regions. As a collaborative member of the SJSWC team, the Harm Reduction Coordinator plays a leadership role within the organization and will manage a multidisciplinary team including a Care Plan Facilitator, a Training Facilitator and an Evaluation and Learning Facilitator.

This position will focus on 4 main areas of work for the program: 1) Advocating for harm reduction in the community; 2) with the Evaluation and Learning Facilitator, actively supporting and building learning products and evaluating the organizations harm reduction practices; 3) with the Training Facilitator, actively sharing information and resources for the expansion of MAP services in the province; and 4) with the Care Plan Facilitator, ensure that MAP participants receive the support they need in order meet their own goals.

The Managed Alcohol Program Coordinator reports to the Executive Director and receives mentorship and support from Program Coordinators across the organization.

Duties and Responsibilities

Leadership (65%)

- Participates in meetings of Coordinators and building programming that supports the SJSWC strategic plan
- Manages the programming, policies and administrative functions of the Managed Alcohol Program
- Supervises and supports the Harm Reduction Training Facilitator in building and maintaining partnerships across the province in implementing MAP on a provincial scale.
- Supervises the Training Facilitator's creation dissemination of a provincial guide for implementing managed alcohol services
- Supervises the Evaluation and Learning Advisor in learning, monitoring and evaluation of the program.
- Provides clinical support and direction to the Care Plan Facilitator and supports them in their supervision of the outreach workers and peer support facilitator
- Engages in fund development to ensure stability of the program long-term
- Provision of training in community, with a focus on harm reduction, being feminist informed, and others.
- Liaise with funders for the program and completes reports and required
- Dispenses alcohol, provides supportive services, and facilitates programming when needed
- Other duties as required to support the work of SJSWC and its programs

Partnership/ Community Engagement (20%)



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- Developing and maintaining existing community partnerships, including other community centres, shelters, coordinating bodies, etc.
- Maintaining and developing partnerships with MAP Satellite Sites for participant alcohol dispensing, both internally and externally.
- Playing an active role on MAP's Community Advisory Committee, and other committees and groups in the community as relevant to the role
- Working with the Harm Reduction Training Facilitator to identify and work alongside other organizations and systems in the province that can receive training to provide MAP services to other populations, regions, etc.
- Maintaining an active working partnership with Eastern Health and other partnered healthcare providers. Working with the provincial health authority towards implementing managed alcohol prescribing and healthcare across NL
- Participate in NL's Alcohol Action Plan Treatment Working Group to work towards the province's treatment goals for the coming 5 years in health and community services

Administrative Duties (15%)

- Maintenance of tracking documents, HR files, and other program information
- Ensuring confidential record keeping and storing of personal health information
- Supporting administrative tasks such as payroll, ordering alcohol supply, scheduling, etc.
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Qualifications:

- Bachelor of Social Work (or other related area including psychology or nursing), or equivalency in work or lived experience, Master's degree preferred
- Experience in program oversight, and delivery, including supervising staff and team building
- Experience in clinical work, including medication management (asset)
- Knowledge and experience with working alongside healthcare providers including physicians, RN's, nurse practitioners, etc.
- Minimum five years' experience in a community-based setting, including working with women and gender diverse people engaged in substance use and women and gender diverse people with experiences of trauma
- Extensive knowledge and experience in such areas as complex mental health issues, addictions, trauma, conflict resolution and crisis intervention
- Strong research, program development and fund development skills
- Knowledge of Harm Reduction, Feminist Approach, Trauma Informed Approach, Anti-Racist and Anti-Oppressive Frameworks
- Demonstrated time management, communication (verbal and written), organizational and interpersonal skills required
- Demonstrated leadership, delegation, critical thinking and problem-solving skills involving innovation/creativity in solution development
- Proven team building, leadership, goal development, and evaluation skills
- Experience working in an inclusive environment, working with trans, Indigenous, LGBTQ, and sex working women. Experience with including and uplifting lived expertise in their work.



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Hours of Work: Monday – Friday (9-5), some evenings and weekends as required, 35 hours per week

Salary: The salary range for this position starts at \$65,000 annually

Duration:

This is a full-time, contract position for the duration of the current funding cycle (two years). Potential for extension dependent on renewed and/or new funding.

The person employed in this position must be eligible to work in Canada and upon being offered the position must submit a certificate of conduct (police records check) – please note the certificate of conduct does not have to be clear and any existing records will be discussed confidentially.

Closing Date: 27 March 2023, 4:30 PM Newfoundland Time.

Please email a cover letter and resume to: [hiring@sjwomenscentre.ca](mailto: hiring@sjwomenscentre.ca) *Applications without a cover letter of some kind will not be considered

The St. John's Status of Women Council is a feminist organization that, since 1972, is continually working to achieve equality and justice through political activism, community collaboration and the creation of a safe and inclusive space for all women and non-binary people in the St. John's area