

OHWN Coordinator - Description of Position

Prepared by: Oceanside Health and Wellness Network (OHWN)

April 11, 2018

Reports to: OHWN Circle of Partners and Chair

Nature of Position: Contract for Services

Working with the Chair of the Oceanside Health and Wellness Network (OHWN) the Coordinator will be responsible to incorporate the vision, mission, purpose, values, guiding principles, goals and objectives of OHWN into action. The Coordinator is both leader, being facilitator and voice of OHWN in the community, and administrator, being responsible for overseeing clerical support or undertaking the clerical work themselves in the case of the absence of an Administrative Assistant. The Coordinator will be the conduit that builds and fosters healthy and connected people and places with a collective voice on regional and local health issues. This will be achieved by the Coordinator leading a culture of cooperation, collaboration, innovation and partnering while facilitating dialogue and an understanding among citizens and stakeholders.

Role and Responsibilities:

Working with the OHWN Chair and in accordance with the OHWN Strategic Plan and Information Package, the Coordinator will advance the goals and objectives established as priorities by:

1. Raising awareness and maintaining the public profile of OHWN by actively seeking out and connecting with current and future stakeholders and participating in creatively and timely discussion and community engagement opportunities;
2. Developing and maintaining systems of communication and opportunities for stakeholders to share knowledge and gain common understandings through meetings, sub-committees, Action Groups, outreach activities, workshops, presentations and electronic sources (e.g., website, newsletters, social media, etc.);
3. Collaborating with the Chair in regards to networking and planning activities between meetings;
4. Facilitating strategic planning with the Circle of Partners, and preparation and/or review of the strategic plan;
5. Reporting on a monthly basis to the Circle of Partners;
6. Researching and analyzing information in support of strategic priorities to bring to the Circle of Partners to review and re-set priorities if needed. This includes:
 - o Gathering and sharing information including themes (similarities of issues/solutions/strategies that traverses groups), what is working, what is not working, internal and external barriers, initiatives of the Health Care system that will enhance or be a barrier to the work being done, etc.
 - o Researching statistics and information about population health and determinants of health required by stakeholders that will support informed/evidenced based discussions and decisions;
 - o Analyzing qualitative and quantitative research studies to directly inform strategic and/or policy direction;

7. Seeking out additional funding or resource opportunities for consideration that support the work of OHWN and preparing grant applications as directed or in coordination with OHWN members.
8. Evaluating the work being done on a consistent and ongoing basis to ensure it is on track;
9. In the absence of administrative support, providing all clerical support including: developing minutes and agendas in collaboration with the Chair; distributing and keeping a record of minutes, agendas, and meeting materials; booking meetings and ensuring any required technology is available; updating documents; managing distribution lists; directing updates to the OHWN website; monitoring/responding to OHWN email and telephone; maintaining all operational records; managing the logistics of communications; and other work to support the priorities of the Circle of Partners;
10. Managing budgets and grant funding to ensure fiscal accountability and efficiency within the defined parameters.
11. Other duties as assigned.

Contract for Services Requirements:

- Post-secondary degree in a related field;
- Minimum of three (3) years of related experience in community development and determinants of health or the equivalent combination of education and experience;
- Strong understanding of the key health and well-being indicators in the Oceanside region.

Skills, Knowledge and Competencies Required:

1. Proven ability to coordinate and facilitate community engagement, community development processes and understanding of Collective Impact;
2. Proven communication style that supports individuals/groups to achieve optimum performance that align with goals and objectives while simultaneously building collaborative relationships;
3. Highly organized with strong clerical skills and well-developed oral and written communication skills;
4. Experience with managing and reporting on budgets;
5. Strong time management skills and the ability to prioritize tasks within a limited amount of time available;
6. Demonstrated knowledge of population health and determinants of health, and experience analyzing qualitative and quantitative research studies to directly inform strategic and/or policy direction;
7. Demonstrated understanding of the varying needs of health support for peoples of all ages, cultures, ethnicity, socio and economic backgrounds in Oceanside;
8. Strong conflict resolution, critical thinking and problem-solving skills including the ability to ascertain the 'real issue' and facilitate a respectful, healthy dialogue that builds on ideas/thoughts;
9. Demonstrated sound judgment, decision-making and problem-solving skills;
10. Proven team player that can follow a system and protocol to achieve a common goal;
11. Self-disciplined, energetic, passionate, innovative, collaborative;
12. Ability to foster and promote good public relations;
13. Ability to promote positive change; and
14. Proficient computer skills, including Microsoft Office, presentation technology and social media.