



## **Pause Mental Health Designated posting Internal/External Opportunity Brief**

**Position:** Program Coordinator (member of NSGEU, Local 102)  
**Reports to:** Director of Community and Mental Health  
**Location:** 2131 Gottingen Street, Halifax NS  
**Pay Scale:** \$30.00/hr; based on project funding  
**Work Term:** 0.5 FTE, (18.75 hrs/week) (one year term position) could include days, or evenings  
**Deadline:** *October 3, 2023*

To ensure our organization represents the diverse people and communities we serve, this position is designated for African Nova Scotians.

### **About NECHC**

The North End Community Health Centre (NECHC) was established in 1971 in response to an absence of primary health care and other health services in Halifax's North End. Located on Gottingen Street, we are in the heart of a unique and culturally diverse community. Today, governed by the North End Community Health Association, the NECHC is viewed by area residents as a "beacon of hope" in the community. Much more than a Primary Care Clinic, the NECHC has expanded in response to unmet needs of community members and is highly-valued by its patients and clients and their families. NECHC provides services to those living on the margins of society, through MOSH, Housing First and a wide range of community outreach initiatives.

### **Vision**

Strong community - healthy people.

### **Mission**

We support health and well-being in our community through quality primary health care, education and advocacy in an environment in which people are treated with respect and dignity and there is equitable access to services and programs.

### **Values**

Respect. Community. Compassion. Excellence. Innovation

### **Commitment to Diversity, Equity and Inclusion**

The North End Community Health Centre is committed to being an inclusive organization. We are working to ensure our diverse workforce of staff and volunteers reflects and represents the diversity of the people and communities we serve. Our position postings encourage members from the following communities to apply:

- Indigenous
- African Nova Scotian and/or people of African Descent

- People with disabilities
- People of Colour and/or racially visible minorities
- Immigrant and refugee
- 2SLGBTQIA++
- Individuals connected to the North End of Halifax

To self-declare inclusion in equity groups please complete the self-declaration form available on our website and submit it with your resume and cover letter. Your declaration of membership in any of these equity groups will remain confidential.

## **PAUSE Mental Health Clinic**

The Pause Mental Health Walk-In Program delivers mental health services using a single session, walk-in model both in person and over the phone. Operating three nights a week in different locations, Pause provides support for community members experiencing issues around mental health and mental wellness symptom management, grief, trauma, and other issues.

## **Job Purpose**

The Pause Mental Health Program Coordinator provides program coordination support to the Pause Mental Health program. The successful incumbent is responsible for ongoing administrative assignments including but not limited to assembling and reviewing pertinent materials and support work for the Pause team. The successful candidate will independently research and compile information on issues as needed to assist the team to support their duties and the program. In addition, the coordinator will develop marketing materials that are culturally appropriate, network with youth serving groups and partner with African Nova Scotia student support workers and/or African Nova Scotian community advocates. A background in health promotion is an asset. Knowledge of the social determinants of health and the impacts on African Nova Scotian /Black community is also an asset.

## **Key Responsibilities**

The following duties reflect the broad scope of responsibilities but are not necessarily all inclusive. Duties will include:

- Create and link with ANS/Black youth serving groups and organizations to create a pathway(s) to support mental health and wellbeing of ANS/Black youth.
- Work in partnership with the ANS/Black mental health clinician to support the needs of the ANS/Black youth.
- Work in the ANS/Black community to address stigma around mental health and promote mental wellness.
- Participates and assists in preparing comprehensive reports, research, compiles and analyses data for special projects; collects and assembles data.
- Performs general office support work, coordinating meetings, faxing, photocopying and researching requested information.
- Generates reports and power point presentations that are reflective of the needs of African NS community, youth and families.
- Assists to maintain and update program statistics bi-monthly report.
- Independently composes correspondence with minimum direction.
- Assists Team to maintain and revise all report forms, files and department resources including all educational material for African Nova Scotian youths, ages 16-25 demographics.

- In partnership with the ANS Mental health Clinician develop an evaluation tool o via telephone/text or another online format the project
- Good capacity building skills and works with community partners who serve youth and build networks of support.
- Assists in preparation for group and health promotion programming.
- Manages client visits to Pause space, providing basic needs requests and minimal crisis intervention when needed.
- Provides back up for team members to clients for health related and housing needs.
- Other duties as assigned

## Education and Experience

- Applicants must have a background in community development and/or health promotion.
- Training and experience in computer programs including e-mail messaging system, Microsoft Office, word-processing, spreadsheets, and databases.
- Demonstrated good interpersonal skills working in an interdisciplinary team; must be flexible, organized, detail-oriented, a self-starter and possess excellent problem-solving skills.
- Must have excellent communication skills and demonstrated ability to interact with the public.
- Applicant should be familiar with the community in which they will work.
- Valid driver's licence is essential, access to a car is an asset.
- Awareness/knowledge of youth serving groups, ages 16-25 years, in HRM

## Professional Knowledge, Skills and Abilities

- Have worked in and /or understand cross cultural experiences
- Knowledge of social determinants of health
- Ability to work in a fast paced community health setting
- Self directed capabilities
- Strong oral and written communication skills
- Ability to work as an effective collaborative team member
- Excellent interpersonal skills
- Demonstrated professional telephone and email etiquette
- Ability to work quickly and accurately.
- Ease working within a computerized environment (Microsoft Office, Excel, Powerpoint presentations and work processing, electronic messaging)
- Attention to detail
- Dependable, reliable trustworthy
- Flexible and adaptable to change

## How to Apply

Those interested in applying for this position should send their cover letter and resume to [employment@nechc.com](mailto:employment@nechc.com) by **October 3, 2023**. We thank all applicants for their interest, only those selected for an interview will be contacted.

NECHC is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Nova Scotia Accessibility Act. We will work with applicants requesting accommodation at any stage of the hiring process.

Please note that a vulnerable sector criminal record check is required for all NECHC employees working directly with clients, participants and patients. In addition, proof of registration with association and /or college, confirming training.

Please note that as of October 4, 2021, all new hires will be required to provide proof of full vaccination as a condition of employment.