



## Internal and External Opportunity Brief

<b>Position:</b>	Research, Evaluation, Policy and Proposal Assistant
<b>Reports to:</b>	Manager, Engagement & Special Projects
<b>Location:</b>	2131 Gottingen Street
<b>Work Term:</b>	18.75 hrs/week (0.5 FTE,) permanent; schedule to be negotiated Occasional flexibility may be required.
<b>Hourly Rate:</b>	\$29.92/hr
<b>Deadline:</b>	September 13, 2023

### 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

### Diversity, Equity and Inclusion Commitment

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

- 2SLGBTQIA++
- African Nova Scotian and/or people of African Descent
- Indigenous
- People with disabilities
- Language minorities
- People of Colour and/or racially visible minorities
- Immigrant and refugee
- Connected to the North End of Halifax

In order to self-declare inclusion in equity groups please complete the self-declaration form available on our website at [nechc.com/jobs](http://nechc.com/jobs) and submit it with your resume and cover letter. Your declaration of membership in any of these equity groups will remain confidential.

## **Job Purpose**

Reporting to the Manager, Engagement and Special Projects, the REPPA will support: 1) the development and revision of policies; 2) grant writing and proposal development for projects and business plans; 3) evaluation of NECHC programs; 4) research activities related to NECHC programs

## **Position Responsibilities**

As directed by NECHC leadership and in a collaboration with appropriate team members (leadership, IT support, human resources, and other staff and partners with content expertise), the REPPA's support duties will include:

- Performing literature reviews, environmental scans and data sourcing (statistics etc.)
- Developing tools to collect and manage data related to electronic medical record reporting, stakeholder surveys, meetings, or other forms of data;
- Supporting staff in utilizing data collection tools effectively (monitoring use, troubleshooting issues) and supporting managers in utilizing available data; at times may assist in data collection directly.
- Establishing and maintaining databases/ platforms for project data management
- Providing written documentation related to project activities (e.g. summaries, meeting minutes, draft reports)
- Collaborating with internal and external research / evaluation partners and community organizations, as directed.
- Other duties as required.

## **Education and Experience**

The ideal candidate will possess:

- An undergraduate degree in social science, health science, public administration, or related field; may consider equivalence education/experience combination.
- Ease with technology is essential; advanced experience with Microsoft Office programs, Microsoft 360 programs, electronic medical records, and database platforms a strong asset.
- Knowledge of and/or experience related to at least one of the following areas: policy development and revision, data management, basic evaluation and research methods required.
- Attentiveness to regulations related to confidential handling of health information, occupational health and safety legislation/regulations and general ethical-legal considerations necessary.
- A basic understanding of the social determinants of health, harm reduction and diversity equity and inclusion frameworks.
- Ability to work independently and as a contributing member of a team.
- Willingness to be flexible in a busy, thriving environment.
- Sensitivity to the needs of diverse populations.
- Positive, proactive, very detailed oriented, and organized is essential.
- Effective communication skills (verbal and written).
- Ability to process and implement feedback.

## **Special Knowledge & Skills:**

- Able to work with minimal supervision.
- Self-directed and outcome oriented.
- Strong boundaries and capable of prioritizing work demands.
- Insightful to abilities and contribution to teams and impact on others.
- Committed to lifelong learning and professional development.

- Ability to learn from mistakes.
- Positive “can do” attitude and an appreciation that his/her actions impact patient care.
- Capacity for moderate physical to perform this role including lifting, repetitive motion, standing, reaching, sitting, pushing/ pulling.
- Capacity for constant interaction with people, some aggressive or verbally abusive.
- Capacity to navigate exposure to usual hazards of health care and other environments outdoors, community spaces,

### **Working Environment and Unavoidable Hazards**

- Working Environment: Supportive, exciting, and challenging
- Unavoidable Hazards: Exposure to usual hazards of health care centre and community service provision (including but not limited to inclement weather).

### **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 September 13, 2023.

We ask applicants to self-identify in their application. Your declaration of membership in any of these equity groups will remain confidential.

We thank all applicants for their interest, only those selected for an interview will be contacted.

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.