



## **1.0 FTE MOSH Assistant Manager Internal and External Opportunity**

<b>Position:</b>	MOSH Assistant Manager (Non-Unionized position)
<b>Reports to:</b>	MOSH Manager
<b>Location:</b>	2131 Gottingen Street
<b>Hourly Pay Scale:</b>	\$65,237 - \$70,560 per annum
<b>Work term:</b>	1 year term, with the possibility of extension
<b>Hours:</b>	37.5 hrs./ week
<b>Deadline:</b>	Open Until Filled

### **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



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## 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 Color 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 Mobile Outreach Street Health (MOSH) Manager, the MOSH Assistant Manager helps support the collaborative MOSH team that includes physicians, nurse practitioners, nurses, occupational therapists, health case managers and others to a designated client population group requiring focused health and illness care. The MOSH Assistant Manager supports the MOSH Manager in oversight of the daily operations at MOSH as they relate to human resource management and logistics across our clinic and outreach locations; The MOSH Assistant Manager will also contribute to program and relationship development and evaluation as directed by the MOSH Manager and act as part of the leadership team at decision making tables organization-wide. Location of work would primarily include the North End Community Health Centre (NECHC) but may include other NECHC and community sites.

The following are the main objectives of the MOSH program:

- To increase access to effective and equitable primary health care to community members across the lifespan who are homeless, street-involved, and insecurely housed.



- To improve the health status of marginalized and underserved populations.
- To create a collaborative environment in which information, knowledge, and resources are shared among community service, health care, academic, and government organizations.

### Education and Experience:

- Bachelor's degree or equivalent education in relevant field.
- 2 years of experience leading, mentoring, training, managing teams in a relevant setting.
- Experience overseeing staff in a unionized environment, including mentoring, orientation and training is considered an asset.
- Skilled in computer applications and systems.

### Position Responsibilities:

**Primary Duties:** *Support Staff and MOSH Manager Managing Daily Non-Clinical Operations as follows:*

- Deliver and/or arrange for training and orientation for new MOSH staff, as well as organize ongoing professional development for the team and individual staff members, coordinating with MOSH Patient Care Coordinator (PCC) as relevant, under the direction of Manager of MOSH and MOSH PCC.
- Engage staff in timely and consistent performance management activities, including regular staff supervision, evaluation and feedback, and performance reviews, liaising with MOSH Manager and MOSH PCC as appropriate.
- Be available as a first point of contact to MOSH staff in operational issues liaising with MOSH Manager, PCC, and other Managers as directed.
- Support the MOSH PCC with scheduling and payroll as directed by MOSH Manager.
- Oversee vehicle fleet management including onboarding/orienting vehicle users, facilitating insurance, coordinating /delegating to MOSH vehicle users to arrange for maintenance, and other fleet-management activities.
- Support procurement and inventory of other assets as directed by MOSH PCC and Manager.
- Support the MOSH Manager in planning, exec individual and group staff support activities.
- Support team and Manager absences through coordination and as appropriate, providing coverage.
- Support the development, day-to-day management, and evaluation of program/project budgets and provide reporting as directed



**Secondary Duties:** *Contribute to organizational leadership and assist the MOSH Manager in overseeing program initiatives.*

- Assist the management team at NECHC in their ongoing efforts by participating in meetings and contributing to planning within various NECHC Tables and Committees.
- Engage with community, developing relationships with organizations, groups and individuals who share similar mandates and clientele (e.g. MOSH partner agencies, health, social and justice institutions, etc.) as directed by MOSH Manager.
- Support the MOSH Manager by contributing to the development, coordination, and evaluation of identified program initiatives as requested .
- Support the development and distribution of program materials and delivery presentations to stakeholders as requested; support MOSH team and Manager in accomplishing the same.
- Collaborate with community groups and represent NECHC in a way that supports the organization's mission, vision and values, as delegated by MOSH Manager .
- Other duties as assigned.

## Professional Knowledge, Skills and Abilities

- Knowledge and experience working with marginalized populations, including those affected by homelessness, poverty, substance use, sex work.
- Strong knowledge and hands-on experience working with diverse community groups.
- Values diversity and is committed to promoting equity, diversity, and inclusion.
- Knowledge and experience working with local agencies, groups, and resources that support individuals who are homeless, underhoused, experiencing substance use, or facing marginalization.
- Excellent understanding of harm reduction principles, social justice, trauma-informed approach to care, and the social determinants of health
- Proven skills in interpersonal relations, communication, team collaboration, adaptability, time management, problem-solving, planning and execution, sound judgment, emotional intelligence, and boundary management.
- Highly motivated, proactive and creative with the ability to remain resilient and adaptable.
- Must be able to work with a degree of autonomy and demonstrate critical thinking and sound judgement
- A dedication to continuous learning and development with a growth-oriented mindset.



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## Physical Requirements and Work Environment

- Supportive, exciting and challenging environment
- Supporting staff who engage with marginalized and vulnerable populations, some of whom may be reactive, aggressive, or verbally abusive
- Moderate effort is required to perform this role including lifting, repetitive motion, standing, reaching, sitting, pushing/pulling

## Judgement and Initiative:

- Able to respond quickly and appropriately to emergency situations.
- Report situations requiring attention to Health Team Members
- Committed to lifelong learning and professional development.
- Adherent to policies and procedures.

## How to Apply

Those interested in applying for this position should send their cover letter and resume to [View jobs at North End Community Health Centre](#)

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

**Note:** Vulnerable sector criminal record check is required for all NECHC employees working directly with clients, participants, and patients.