

## Lambton County

Caring, Growing, Innovative

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### Mental Health & Addictions Program Coordinator



Job Number:	J1017-0450
Job Title:	Mental Health & Addictions Program Coordinator
Position Status:	Full Time
Union:	CUPE 1291
Division:	Public Health Services
Facility:	Lambton Public Health
City:	Point Edward, Ontario, Canada
Number of Positions:	1
Hours of Work:	Monday to Friday, 8:30am to 4:30pm
Date Posted:	October 16, 2017
Closing Date:	October 22, 2017
Starting Date:	November 13, 2017

Wage Rate: \$31.18 - \$34.95 (New position - salary under review)

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 26 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

#### POSITION OVERVIEW

The Mental Health and Addictions Program Coordinator provides leadership and expertise in substance misuse prevention, addictions and mental health from a population health perspective. This position will lead Lambton Public Health's Mental Health and Addiction community engagement and planning efforts. Responsibilities will include leading system-level implementation and evaluation of a community mental wellness strategy including substance misuse, addictions, overdose response, harm reduction outreach and opioid-related community issues.

#### DUTIES AND RESPONSIBILITIES

##### Policy Development:

- Work with outside agencies, community partners, schools and workplaces to develop policies to create supportive environments for positive mental health, reduce and prevent substance misuse, and improve access to harm reduction services.
- Implement local advocacy activities that support provincial legislation

##### Program Planning and Evaluation:

- Conduct population health assessments related to mental health and addictions, harm reduction and overdose response.
- Lead and support development and evaluation of local drug strategy including overdose response, harm reduction outreach and opioid-related community issues.
- Consult with and support program staff and management throughout the integrated planning and evaluation cycle.
- Assess and identify organizational training and development needs related to mental

health in consultation with program managers and the epidemiologist.

**Research, Data Analysis, Interpretation and Communication:**

- Research mental health issues in response to community concerns, as directed by senior management.
- Maintain current knowledge of effective community interventions for mental health and addictions.
- Communicate assessment, surveillance and evaluation information to program staff and management for use in setting team priorities, program planning, and resource allocation.
- Interpret current scientific information related to programming.
- Write technical reports.

**Collaboration and Engagement:**

- Strong knowledge of local Mental Health and Addictions services and demonstrated relationship building ability.
- Use appropriate methods to engage with internal and external stakeholders, including priority populations, in the planning and evaluation of addiction and mental health strategies and initiatives.
- Identify and leverage stakeholders and partners including Indigenous Communities to support population health assessment and local overdose response initiatives.

**General:**

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

**Supervision Requirements**

Direct Supervision: Not applicable

Indirect Supervision: May direct work of program support, health promoters

Functional Authority: Not applicable

**QUALIFICATIONS**

**Minimum Formal Education:**

- 4 Year Degree in Mental Health and Addictions, Health Promotion, Public Health, Health Science, Applied Social Science or equivalent with emphasis on program planning and policy development. Masters degree considered an asset.
- Certificate or proven experience in population health planning and strategy development, facilitation skills.

**Experience:**

- Two years previous experience in mental health and addictions coordination in a public health or related setting.
- Demonstrated ability to work within a web-based platform for the purpose of sharing information and tracking program metrics.
- Strong written and verbal communications skills with a proven ability to synthesize complex information into a wide range of products such as reports, infographics, presentations, etc. for dissemination to internal and external stakeholders.
- Strong computer and data presentation skills with in-depth knowledge of Microsoft Office (advanced knowledge of Excel), Powerpoint and Google or other web based applications.
- Strong interpersonal, teamwork, and relationship building skills to develop and maintain partnerships and collaborations with program team members and external stakeholders as required.

A valid Ontario driver's license and use of a vehicle.

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