NON-CONTRACT ROLE DESCRIPTION

JD4888

ROLE TITLE:	Peer Project Coordinator	**ROLE DESCRIPTION NO.:**	4888
DEPARTMENT:	Addictions Medicine and Substance Use (AMSU)	**HEABC REFERENCE NO.:**	18721517
REPORTING TO:	Manager or designate	**HSCIS CODE:**	03099
CLASSIFICATION:	NCEC/Range 5	**JOB CODE:**	91386

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of Island Health, patient & staff safety is a priority and a responsibility shared by everyone at Island Health; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate, the Peer Project Coordinator is responsible for the implementation and coordination of projects and new initiatives related to Harm Reduction and Overdose Response. The Peer Coordinator develops, implements and facilitates projects and work plans to support the goals of the various programs and the ongoing needs as set out by the Ministry of Mental Health and Addictions, Overdose Emergency Response Center, Island Health and any of the major stakeholders, including People with Lived and Living Experience. This position works closely with people who use substances as peer experts and advisors.

DUTIES AND RESPONSIBILITIES:

1. Plans and implements projects, initiatives and education in partnership with the Harm Reduction team, Strategic Initiatives and Practice Resource teams. Monitors and reports on the status of projects and major barriers encountered. Makes recommendations regarding projects scope and related changes required to facilitate a successful outcome. Implements or contributes to the implementation of effective processes to assess project risks, identify risk mitigation strategies and monitor risk throughout the project lifecycle. Ensures successful and coordinated completion of project components, facilitates consensus with stakeholders as needed and ensures readiness for project implementation.

2. Supports the Manager in work-planning contributing to program development, monitors core activities to ensure that that program objectives are achieved. Assists in developing strategies to address peer project needs by reviewing information and making recommendations to the Manager.

3. Works to support the inclusion of the voices of People with Lived and Living Experience in the drug poisoning and harm reduction work. Leads peer education initiatives including the creation and support of peer advisory and/or reference groups, coordination of education activities, and creation and delivery of educational content in partnership with clinical team.

4. Provides expert advice to ensure the inclusion of peer perspectives for projects and program activities. Compiles, analyzes, and reports on research and best practices needed to advance peer inclusion in projects and initiatives. Completes literature reviews to support best practice, and performs consultative interviews to provide current research and thinking to support implementation plans relating to various projects. Participates in supporting best practice innovations.

5. In collaboration with Manager and team represents the program at various forums such as meetings, workshops, and conferences in order to share information, seek input and give presentations.

6. Prepares confidential reports, briefing documents, and policies and procedures by researching topics and compiling information to assist senior management team decision-making.

7. Provides administrative support for the respective projects(s) and/or initiatives, by coordinating peer meetings, preparing and distributing peer meeting documentation, reporting on project status reports, and coordinating general administrative support functions for the various projects.

8. Participates in or leads activities to ensure completion of project goals, monitors results and intervenes as necessary to ensure timelines are met, and reports to the Manager to ensure successful development, monitoring and implementation of the project/initiative plans.

9. Organizes supports and encourages peer participation in all working groups and meetings.

10. Carries out responsibilities in accordance with health and safety requirements. Immediately reports unsafe situations by notifying supervisor or other appropriate personnel.

11. Performs other duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and/or experience equivalent to a Bachelor's degree in a related health discipline, plus a minimum of three (3) years recent, related experience. Previous experience in program development and implementation or project management are assets.

Skills And Abilities

- A level of lived experience relevant to the duties and responsibilities of this position. Can articulate experience with peer inclusion and engagement, Harm Reduction, Trauma and Violence informed care, and Indigenous cultural safety and cultural humility.
- Demonstrated history of working with community members and committees, drug organizations, Indigenous communities and Regional and Provincial Health programs and systems for peer inclusion and engagement advancement to contribute to long term, sustainable, equity oriented, and trauma and violence informed care. Demonstrated knowledge of peer inclusion best practices and able to provide education regarding the unique experiences and knowledge Peer specialists hold while maintaining safety and care and boundaries for yourself.
- Demonstrated ability to ability to plan, implement, and problem solve independently.
- Strong oral and written communication skills to present and prepare concise analyses, reports and recommendations to multidisciplinary audiences.
- Excellent interpersonal and listening skills and ability to provide support and direction to a multidisciplinary and interdisciplinary teams.
- Intermediate to advanced knowledge of a variety of computer software programs such as word processing, spreadsheet, database applications, email and internet.
- Physical, emotional, mental and spiritual ability to perform the duties of the position.