



PASAN

JOB DESCRIPTION: Harm Reduction Community Care Program Coordinator

Hours of Work: 35hrs

Rate of Pay: \$58,111 plus Benefits

Job classification: Permanent, Full time, Bargaining Unit, CUPE Local 7797

Posting Deadline: April 16, 2025

ABOUT THE PROGRAM

The **Harm Reduction Community Care Program** is a City of Toronto funded project and is coordinated by PASAN, Dixon Hall, Street Health and Regent Park Community Health Centre.

The program provides low-barrier employment and training to people to conduct safer collection and disposal of used discarded harm reduction supplies in the Downtown East Toronto neighbourhoods. The project seeks to create a safer community for all in Downtown East Area and reduce stigma of harm reduction approaches by building relationships in the community and demonstrating responsiveness to disposal needs of used and discarded harm reduction supplies.

Key Responsibilities:

Project Management

- Develop and coordinate communication plan including how to identify community cleanup needs.
- Coordinate response to requests for cleanup, including email requests, voicemails, and Facebook page.
- Participate in development of cleanup routes and scope of clean up responsibilities.
- Engage in community-based outreach with people who use drugs, neighborhood associations, business owners, landlords and community services in the DTE to promote program.
- Coordinate and facilitate monthly team meetings.
- Provide brief supportive counselling, harm reduction resources and information as needed during clean up shifts.
- Provide ongoing support, practical assistance, and appropriate referrals to services as appropriate and needed.
- Purchase and distribute program supplies.
- Coordinate staffing clean up schedule.
- Provide training on overdose prevention and naloxone distribution.

Community Development and Capacity Building

- Coordinate monthly meetings with community partners to review project implementation and evaluation.
- Develop relationships with DET neighborhoods associations, business owners and landlords and to identify local needs, create communication mechanisms and promote the program.
- Work in partnership with local service providers to formalize referral processes and participate in community development and local networks with service providers to identify issues as they arise.
- Develop train the trainer model of safer collection and disposal of used and discarded harm reduction supplies.
- Identify harm reduction education needs of project stakeholders.

Human Resources

- In collaboration with Harm Reduction and Hep C Program Manager, recruit and hire project staff as needed.
- In collaboration with Harm Reduction and Hep C Program Manager, develop and deliver orientation and further training for staff including structured one-on-one supervisions and field supervision.
- Develop and deliver training including safe disposal, overdose response as well legally mandated training, i.e., Workplace Violence and Harassment and AODA.
- Provide education and coordination for student placements for field work practiced/or observation in collaboration with designated staff.
- Participate in regular supervision and team meetings, and agency events.

Performance measurement

- Coordinate the development of the evaluation plan with the program evaluator, Harm Reduction and Hep C Program Manager, project staff, partner agencies and the City.
- Participate in project meetings with the City staff.
- Oversee the implementation of evaluation plan including the collection of partnership evaluation data.
- Maintain records, reports, and statistics necessary for program functioning, monitoring, evaluation and reporting.
- Attend program, department and agency meetings and trainings.
- Perform other duties as required.

Qualifications:

- Combination of some post secondary education and significant experience in health promotion and/or community development
- Three to five years relevant harm reduction experience in a community setting working with homeless and marginalized populations including prisoners/ex-prisoners, people with mental health issues and people who use drugs.
- Understanding of the health and social impact of the criminal justice system on individuals and society and experience working with HIV and HCV issues including a well-developed knowledge of relevant resources.
- Strong knowledge of harm reduction and opioid overdose prevention strategies.
- Significant knowledge of health-related social issues faced by people who use drugs.
- Strong organizational, interpersonal, written and verbal communication skills.
- Proficient in Microsoft office and experience with electronic data collection.
- Demonstrated experience facilitating educational programming.
- Experience working with and within communities experiencing homelessness and unhoused communities.
- Experience with substance use and harm reduction
- Demonstrated ability to work under pressure meet deadlines and ability to work both independently and within a team structure.
- Experience in program development, implementation, monitoring and evaluation.
- Proficiency in language(s) other than English is considered an asset.
- Demonstrated ability to anticipate problems/conflicts and take appropriate actions, to organize and prioritize work.
- Sound decision-making and judgment skills with the ability to effectively manage communications with community, committees and coalitions.
- Demonstrates a commitment to a healthy and safe workplace for self and others by taking all reasonable precautions and working in compliance with PASAN's related policies, health and safety legislation and best practices.

PASAN is committed to building an organization that reflects the communities we serve. We strongly encourage applications from equity seeking communities including people from Indigenous, African/Caribbean/Black and racialized communities, people who use drugs, ex-prisoners, people living with HIV/Hep C, Two Spirit, Lesbian, Gay, Bisexual, Transsexual, Transgender and Queer people and members of other equity seeking groups. PASAN encourages applications from people with disabilities. Accommodations are available on request for candidates selected for an interview.