

DEPARTMENT:	Mayor's Office	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Up to 30 hours per week	SALARY:	\$32.24 to \$37.92 per hour plus 12% in lieu of benefits (under review)

The Project Coordinator, Crisis Care Reform will support and facilitate the development of a Peer Assisted Crisis Team to respond to mental health crisis, within the City of New Westminster. Their core duties include project coordination, mapping of existing community resources to support mental health and community engagement, alongside smaller contributions to data collection, evaluation and knowledge exchange. The successful candidate will work effectively with diverse stakeholders including representatives from health authorities, police, community agencies, First Nations and people with lived and living experience and their families. While the position will be housed within the City of New Westminster, the role will jointly interface between the Canadian Mental Health Association BC Division and the City.

Under the supervision of the Intergovernmental and Community Relations Manager:

- Coordinate and support project plans for the New Westminster municipal pilot site that are rooted in community needs, external expertise, and the perspectives of people with lived and living experience
- Map existing assets to serve those experiencing mental health crisis
- Capture and report on New Westminster community recommendations to prepare for the implementation of the program
- Implement project budgets to ensure cost-effectiveness and program accountability
- Ensure reporting and accountability requirements are met by contracted community agencies
- Work collaboratively with diverse stakeholders across the province
- Support the CMHA BC Project Team and external evaluators by coordinating and compiling project related qualitative and quantitative data for program development, monitoring and reporting, and evaluation
- Contribute to and where appropriate, support knowledge translation efforts that promote high quality, evidence-based resources to guide and inform community-led approaches
- Develop project reports, briefing notes and status updates
- Participate in committees and working groups
- Maintain principles of reconciliation, decolonization, and equity
- Other duties as assigned

If you have the following characteristics and qualifications, we want to hear from you:

- A bachelors degree (graduate degree preferred), ideally related to public policy, public health, mental health and substance use or a similarly relevant discipline
- A minimum of 2-3 years of project coordination experience
- Project coordination/management training and demonstrated skills such as project planning, resource and financial management, communication, risk management and problem solving
- Recent experience ethically gathering and utilizing both quantitative and qualitative data
- Knowledge of reconciliation, decolonization and equity principles as they relate to health
- Knowledge of the provincial mental health and substance use sector
- Knowledge of harm reduction approaches to address substance use issues
- Knowledge and experience conducting participatory action research is an asset
- Knowledge translation and/or government relations experience is an asset
- Excellent interpersonal, written and verbal communication skills
- Excellent working knowledge of Word, PowerPoint and Excel
- Excellent time management and organization skills
- Ability to work collaboratively and effectively with diverse communities and stakeholders
- Ability and confidence to work in a self-directed manner
- Capacity to juggle multiple demands with varying deadlines

Apply by sending your **cover letter and resume in one document** quoting the competition number, by March 28, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-45**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.

'It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

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

This position is only open to those legally entitled to work in Canada.