



Healthy Child Coalition - Central Region COORDINATOR JOB DESCRIPTION

REPORTS TO: Healthy Child Coalition - Central Region Steering Committee

POSITION SUMMARY:

The Coordinator, with the direction of the Healthy Child Coalition - Central Region (HCC-CR) Steering Committee, works in collaboration with partners within the geographical boundaries of the Regional Health Authority of Central Manitoba (RHA-Central). Utilizing community development principles and early childhood development practices, the coordinator works in partnership to assess, plan, implement and evaluate programs and strategies specific to the identified needs of families with children aged 0-6. Coalition programming, following guidelines issued by Healthy Child Manitoba Office (HCMO), focuses on the four pillars; learning & literacy, positive parenting, nutrition & physical health and community capacity building. The coordinator acts as a resource for family resource /parent child programs in the region. A variety of strategies in the areas of prevention, education, and support will be used to reach individuals, families, groups and communities taking into consideration the cultural diversity of the population.

QUALIFICATIONS:

Education/Certification: Baccalaureate Degree or Diploma in an area related to early childhood development.
Child Abuse Registry/Vulnerable Sector/Criminal Record Checks in place.

Knowledge/ Experience: Early childhood development
Community development principles and strategies
Adult learning principles
Group facilitation skills
Working in rural communities.
Public speaking

Skills/Competencies: Effective oral and written communication skills
Ability to work independently
Leadership skills & ability to work as a team member
Strong interpersonal, communication and organizational skills
Computer skills are essential

Work Conditions: Valid driver's license and vehicle (travel will be required)
Ability to work flexible hours and to work evenings and weekends
35 hours per week
Office location dependent on residence.

DUTIES AND RESPONSIBILITIES:

Programming:

- Assists members of the coalition in strategic planning to set programming direction to meet the needs of the target population.
- Facilitates community action by bringing people together and helping them develop their own programming and resources.
- Coordinates coalition meetings on behalf of the Steering Committee.
- Links family resource programs with early childhood development services and information through various communication strategies
- Serves as a resource and catalyst for community groups wishing to initiate programs or activities (e.g. providing information to connect parents with the correct resource).

Multi-Sectoral Action:

- Promotes & supports activities and understanding amongst stakeholders about the importance of healthy child development in the areas of learning & literacy, positive parenting, nutrition & physical health and community capacity building
- Networks with other community service providers.
- Increases consistency and cohesiveness of service delivery across the region.
- Liaises with early childhood service providers to develop integrated programs and services.
- Encourages and facilitates cooperation between existing resources within each community.
- Provides education to service providers and communities about healthy child development needs and issues.
- Represents the Healthy Child Coalition - Central Region on a provincial level at Council of Coalition meetings and other activities in conjunction with Healthy Child Manitoba

Community Development:

- Works with rural communities to enhance the development of sustainable programs for families with children aged 0-6..
- Works in collaboration with community partners to build and strengthen partnerships.
- Assist stakeholders to lobby community leaders and policy makers regarding issues pertaining to families with children aged 0-6..
- Informs communities regarding funding options available for community programming.

Communications & Public Relations:

- Media communications as per direction of HCC-CR Steering committee.
- Website maintenance
- Social media posting
- Newsletter
- Blog

Administrative Functions:

- Provides summary reports to Steering Committee at committee meetings.
- Keeps an expense account (submitted monthly) to designated Steering Member.
- Prepares and forwards expense accounts, invoices and other relevant financial documentation to the designated banker of the coalition.
- In cooperation with the finance committee, prepares a draft annual budget for Steering Committee approval ensuring expenditures do not exceed revenue.
- Prepares yearly funding submission, annual and six-month reports required by Healthy Child Manitoba in conjunction with HCC-CR designated banker.
- Coordinates the annual grant application process on behalf of the Steering Committee
- Maintains and distributes the minutes of the Steering Committee
- Files records as required.
- Conducts annual spot audits of funded partners.

Professional Development:

- Maintains knowledge base on current literature and best practices in community and early child development.
- Participates in continuing education e.g. conferences, circulating information, courses
- Participates in performance evaluation on an ongoing basis.

Scope of Independent Action:

- Makes ongoing decisions related to current programming.
- Works with the HCC-CR Steering committee regarding:
 - Long term program planning.
 - Evolving roles and responsibilities of coordinator.
 - Any inquiries from communities.
- Performs other duties as assigned.

NOTE: This position description is representative and should not be misconstrued as being all-inclusive.