

**TAIBU COMMUNITY HEALTH CENTRE
ONE DRAW PROJECT COORDINATOR
JOB DESCRIPTION**

Position: ONE DRAW Project Coordinator (Part Time)
Reports to: The Program Manager (*in the absence of the Program Manager reports to the Executive Director*)

ONE DRAW – Outreaching, Networking and Engaging to Discuss Risks Associated with Weed is a project based on the song ‘One Draw’ by Rita Marley and is targeted at Black youth between the ages of 14 – 19 from 3 priority neighbourhoods in Scarborough. The project will adopt a harm reduction approach in an attempt to allow Black youth, to make informed choices about marijuana use. Given that Youth are more responsive to Youth facilitated messaging, an updated knowledge of the associated risks will be developed by participating youth. They will be required to re-write a modern day version of the song. The revised songs will be broadcasted on an urban radio station, exposing the message to a city wide audience.

The project will attempt to ascertain (as articulated by the youth) what factors account for the increase in marijuana use; how to recognize signs of problematic marijuana use, and benefits & risks. The potential areas of harm (i.e. dependency, physical health, mental health, relationships, financial and legal) will be the focus of the information workshops where the youth will be invited to explore ways in which the identified risks associated with marijuana use can be minimized

POSITION SUMMARY

The ONE DRAW Project Coordinator will work closely with the Community Program Team and the Social Worker/Therapist and plays a key role in coordinating the ONE DRAW Project in partnership with key stakeholders in the community.

The Project Coordinator will be an integral part of the inter-disciplinary team of TAIBU CHC functioning both independently and with other staff in delivering the ONE DRAW Project activities and programs.

SPECIFIC RESPONSIBILITIES

Project Coordination

1. Outreach, Network and Engage Black youths in three identified priority neighbourhood areas in Scarborough through personal contact
2. Liaise with the neighbourhood schools’ administration and other staff to promote the project and recruit participants
3. Liaise with other community partners and agencies
4. Coordinate/organize culturally appropriate information sessions/workshops on the health, social and economic effects of the use of Marijuana for youth in partnership with SAPACCY
5. Engage and assist youth in rewriting the lyrics of the “ONE DRAW” song based on the lessons learned from the workshops
6. Plan for promotion and contest of the new songs to be showcased in the community and media
7. Plan for sustainability of project activities

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Administration

1. Develop a work plan in conjunction with the supervisor indentifying action plans, milestones and targets
2. Participate in staff meetings
3. Keep general program and participants information and records including statistics, either electronically or manually
4. Develop and maintain a flexible work schedule that accommodates the need of the community and the centre
5. Involve volunteers and students and assist them achieve personal/professional goals and develop new skills
6. Complete evaluation and reporting of project as required by funders
7. Carry out other duties as may be arranged from time to time

Education & Experience

- Diploma in a relevant field or equivalent combination of education and experience
- A minimum of two years experience working with racialized and marginalized youth facing barriers accessing services, and particularly knowledge of barriers faced by black youth in various aspects of their lives
- Experience and sound knowledge around substance use, addiction and mental health
- Experience in project planning, implementation and evaluation
- Knowledge and extensive experience in effective outreach strategies
- Ability to engage different stakeholders including schools, community agencies, media etc.
- Ability to work independently and collaboratively with an interdisciplinary team
- Proficiency in the use of computers and various software applications
- Experience in developing partnership, report writing and administration of program budgets
- A second community language an asset

Hours of work

Part time 21 hours a week

Pay

\$ 22 an hour

Job contact Information

Project Coordinator Hiring Committee
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