

# Central Community Health Centre

(Serving: St. Thomas, Central Elgin, Township of Southwold)

## Project and Knowledge Translation Coordinator Mental Health, Substance Use Health, and Addictions

**Hours of Work:** 37.5 hours, flexible to include evening and/or weekend hours

**Position Type:** Full-Time Contract (September 2025 to March 31, 2027)

**Employer:** Central Community Health Centre (CCHC)

**Reports To:** CEO or their designate, CCHC and Project & Implementation Manager, Elgin OHT

**Location:** Hybrid work model, including virtual and in-person meetings

- Office space available at Central Community Health Centre (St. Thomas) with frequent community-based work
- Occasional evening or weekend commitments for public education or engagement events
- Local travel within Elgin County required

**Salary:** \$30.51/hr or \$59,492.19 annually

### About the Role

The Central Community Health Centre (CCHC), a member of the Elgin Ontario Health Team (Elgin OHT), is hiring a Navigation and Outreach Worker to support implementation of the Elgin OHT's Mental Health, Substance Use, and Addictions workstream. CCHC has taken a leadership role in advancing this workstream, particularly around trauma-informed care, navigation supports, and health equity for individuals disproportionately impacted by substance use, homelessness, and other social determinants of health.

## 1.0 — Summary of Position

- 1.1 Improve navigation and access to mental health, substance use health, and addiction services in Elgin
- 1.2 Build system capacity for trauma-informed and culturally safe care
- 1.3 Advance the Stepped Care 2.0© approach, including One-at-a-Time (OAAT) therapy and brief action planning, peer support, and outreach
- 1.4 Co-creating system improvement and design with people with lived and living experience

## 2.0 — Primary Responsibilities

- 2.1 Lead day-to-day planning and implementation of multiple concurrent initiatives within the mental health, substance use health and addictions workstream
- 2.2 Track deliverables, timelines, and budgets, ensuring alignment with annual goals and funding milestones
- 2.3 Coordinate with people with lived and living experience, service providers, community groups, evaluators, and funders
- 2.4 Develop and implement a knowledge translation strategy for the mental health, substance use health and addictions initiatives through March 31, 2027
- 2.5 Design materials and facilitate engagement with service providers, system leaders, and the public

## Project and Knowledge Translation Coordinator

- 2.6 Support community education efforts, including opioid education events and peer capacity development
- 2.7 Prepare reports, summaries, and communications to support learning, improvement, and accountability
- 2.8 Integrate partner and service user feedback into continuous improvement processes

### 3.0 — Accountability

- 3.1 Reports jointly to the CEO or their designate, CCHC and Project & Implementation Manager, Elgin OHT

### 4.0 — Qualifications

- 4.1 Post-secondary education in health promotion, public health, social work, education, project management, or a related field
- 4.2 Minimum 3–5 years project coordination experience, ideally in community development, health, or social services
- 4.3 Demonstrated ability to work in a fast-paced environment, manage multiple timelines, and adapt to emerging needs and shifting priorities (strong time management and organizational skills)
- 4.4 Experience with data collection, extraction, interpretation, and reporting writing
- 4.5 Strong communication skills with experience in community engagement and co-design with diverse populations
- 4.6 Experience facilitating meetings and building collaboration, both in-person and virtually
- 4.7 Working knowledge of social determinants of health and health equity
- 4.8 Experience developing and delivering a variety of knowledge translation products for diverse audiences (e.g., presentations, news articles, social media, infographics)
- 4.9 Proficiency in digital tools for collaboration, project coordination, and reporting (e.g., MS Teams, Smartsheet, SharePoint)
- 4.10 Ability to work independently and be a strong team player

#### **Asset Qualifications and Skills**

- 4.11 Project management diploma
- 4.12 Understanding of trauma-informed care, harm reduction, and health equity
- 4.13 Familiarity working alongside Indigenous and/or 2SLGBTQIA+ partners in a culturally safe and inclusive way
- 4.14 Completion of Mental Health First Aid training
- 4.15 Understanding of Ontario's Mental Health and Addictions system
- 4.16 Experience writing business proposals and grants
- 4.17 Working knowledge of the Accessibility for Ontarians with Disabilities Act (AODA) as it relates to communications
- 4.18 Knowledge of quality improvement tools

## 5.0 — Upholding Standards

### ***Organizational Beliefs, Values and the Health Promotion Model***

- 5.1 Knowledgeable about the organization's Vision, Mission, principles and organizational philosophy, and incorporates these beliefs into everyday work
- 5.2 Works in a manner that incorporates health promotion and recognizes the determinants of health
- 5.3 Understands and respects the process by which the community is involved in decision making
- 5.4 Engages volunteers, participants and/or clients in leadership and/or capacity development opportunities wherever possible
- 5.5 Works to reduce barriers to access (e.g. transportation, childcare, hours of service, etc.)
- 5.6 Ensures that use of personal information acquired in the line of duty complies with CCHC's privacy policies

### ***Organizational Excellence***

- 5.7 Provides a welcoming and supportive environment for participants and individuals served
- 5.8 Acts with professionalism and courtesy toward participants and individuals served by the CCHC, the general public and other staff members
- 5.9 Works in a manner that preserves, maintains and respects confidentiality of participants, volunteers, clients and staff information
- 5.10 Respects and values the diversity of communities and individuals
- 5.11 Contributes to the development and promotion of CCHC in St. Thomas, Central Elgin and Township of Southwold
- 5.12 Maintains and develops professional competence through appropriate continuing education and/or professional development
- 5.13 Works in a manner that meets all Health and Safety requirements to ensure a healthy and safe workplace
- 5.14 Takes and maintains required training (e.g. WHMIS, First Aid)

### ***Organizational Duties and Responsibilities***

- 5.15 Works in a manner that promotes and maintains the reputation of the organization and minimizes risk of harm and/or liability to the organization
- 5.16 Works in a manner that complies with the organization's Human Resource Manual
- 5.17 Contributes to the organization's endeavours to collect, analyze and report on data, and participate in research
- 5.18 Contributes to the organization's efforts to secure and maximize resources for current and new programs, services and activities
- 5.19 Performs other duties that support the mission/mandate of the organization, as assigned by the Chief Executive Officer or his/her designate