



Downtown Squamish Neighbourhood Initiative

Mobile Neighbourhood Care Team Coordinator

Background

The *Downtown Squamish Neighbourhood Initiative* is a multi-faceted, multi-agency effort to enhance safety and vibrancy in the neighbourhood of Squamish, with emphasis on the downtown neighbourhoods where many social services are located, including Under One Roof and the Overdose Prevention Site.

The initiative involves establishing a community-based *Mobile Neighbourhood Care Team* to provide a compassionate presence in downtown neighbourhoods and deliver an early response to incidents, serving homeless and/or vulnerable individuals while building respectful relationships. The initiative will also create opportunities for focused discussions and activities over the next year to help build human connections and a sense of belonging for all. The initiative is founded upon the idea that collaboration among community members is necessary to address community challenges, and that the most vulnerable people need to be involved in solutions.

The project is funded by a Strengthening Communities' grant from the Union of BC Municipalities and coordinated by Squamish Helping Hands Society in partnership with the District of Squamish. The project is scheduled to run from approximately November 2021 to September 2022.

Job Summary:

This position is an exciting opportunity for an individual who is motivated to connect with a wide variety of community members and is exceptionally organized. The successful candidate will focus on the logistical aspects of recruiting and coordinating volunteers for the *Mobile Neighbourhood Care Team*, while also playing a large role in other aspects of the team's development. In addition, the Coordinator will collaborate with the Project Manager to support the overall initiative.

- Finalize the core role and mandate of the mobile care team based on community feedback
- Assemble and deliver a training package for onboarding volunteers
- Recruit appropriate volunteers with advertising and engagement, in collaboration with the Squamish Helping Hands volunteer coordinator
- Manage the mobile care team schedule and locations for operation
- Identify tools to track team activity and share data over time
- Maintain volunteer database
- Enhance resources and supplies for homeless people
- Coordinate supplies and other logistical needs for team members
- Perform marketing and public communications
- Determine key metrics for tracking and evaluating the success of the project
- Collect and track program data
- Assist and participate in community dialogues regarding the mobile care team and other topics
- Engage with community volunteers, service providers and agency partners to seek feedback
- Establish and maintain rapport with partner organizations, volunteers, community members, etc.
- Ensure the goals of the mobile care team are evaluated over time



This is a contract position. The contract rate is \$35/hr for approximately 20 hrs/week. Hours may vary throughout the contract.

Deliverables

In collaboration with the project manager:

1. Work to generate a detailed project plan, including behavioural expectations for all, and a communication plan;
2. Build and implement a Mobile Neighbourhood Care Team that circulates in the downtown Squamish area daily to assist community members, homeless or vulnerable individuals and prevent harm;
3. Coordinate the day-to-day operations of the Mobile Neighbourhood Care Team;
4. Create and implement a training package for community members, volunteers, peers, partners; and
5. Enhance resources for unsheltered homeless (e.g., organizing storage options, purchasing tents and supplies)

Qualifications

Education and Experience

- Education in Marketing, Social Sciences, Human Resources, Community Development, Health Promotion or a related discipline or equivalent experience
- Experience working with volunteers and motivating people to become involved with an initiative
- Demonstrated experience and understanding of the non-profit/voluntary sector
- Experience working with people in-community, proven track record in relationship building
- Computer proficiency (Microsoft 365)
- Experience coordinating community-based projects
- Marketing and communications experience
- Demonstrated experience working with adults who are experiencing homelessness, addiction, mental health and/or other barriers.

Knowledge, Skills and Abilities

- Extremely organized and able to problem-solve
- Proficiency with computers, including Microsoft 365
- Ability to take initiative, work both in a team and independently
- Ability to navigate ambiguity and conflict, and operate comfortably within it
- Knowledge and understanding of local community issues
- Collaborative relationship builder/networker
- A non-judgemental and positive attitude, compassion, and empathy
- Familiar with a trauma-informed approach to interacting with people
- Familiar with harm-reduction concepts and practices
- Inspiring people to initiate social change

Working Conditions

This position will involve some remote work, some in-person/in-community work, and is home-based when not in the community. Flexible working hours may include evening and weekend work.



How to Apply:

Please send a cover letter and resume saved in a PDF format via e-mail to Jonathan Hand at jhand@shhs.ca by 11:59 pm on January 2nd, 2022. Thank you for your interest but only shortlisted applicants will be contacted.