



PASAN

Manager, Harm Reduction, Hep C and Community Programs

Mission

PASAN is a place where prisoners matter. We support and advocate with communities disproportionately affected by incarceration, focusing on prison health, harm reduction, HIV and hepatitis C. No one is left behind, and nobody fails here.

Summary:

We are looking for a progressive and collaborative leader who is committed to anti-oppression, anti-oppression, de-colonization and ‘Nothing About Us, Without Us’ to contribute to PASAN’s vision: 1. To end prisons, health inequities, and the oppressions that drive criminalization, incarceration, HIV and hepatitis C. 2. Justice, health and healing for communities disproportionately harmed by the prison system.

Manager, Harm Reduction, Hep C and Community Programs is responsible for ensuring the development, delivery, and evaluation of harm reduction, Hep C, and community programs. This includes the development of effective community partnerships, supporting and overseeing the engagement and development of the staff. Manager provides leadership, supervision, and administrative oversight 4 Fulltime and 5 part time staff

Key Responsibilities:

Programs and Services

- Ensures that program work plans are prepared and consistent with agency and program mandate
- Develops, implements, and manages work plans and budgets to support the agency’s strategic plan.
- Responsible for the completion and timely submission of relevant funding reports and applications to the Executive Director.
- Prepares formal and informal reports related to programs and services.
- Responsible to seeking and developing grant application in partnership with Executive Director to support program and organization goals.
- Ensures agency Harm Reduction policies and procedures are review and updated regularly.
- Develops and maintains partnerships and networks with community groups and other agencies to foster coordination regarding access to health and harm reduction services and resources.
- Participates in networks, coalitions and advisory board relevant to the harm reduction, Hep C and community services.
- Engages community in the development of harm reduction, Hep C and community programming.

Program Planning and Evaluation

- Oversee the planning, implementation, and evaluation for PASAN's Harm Reduction Hep C and community programming
- Assess emerging needs and issues of prisoners and ex-prisoners living with HIV/HEP C and people who use drugs to ensure that appropriate models of prevention and support are developed and implemented.
- Maintain and strengthen existing community partnerships, and actively seek new opportunities for diverse community partnership and collaboration.
- Ensures maximum opportunities for community partnerships in all aspects of program development, including the design, implementation and evaluation of programs and services.
- Seeks client, volunteer and community input on programs and services to ensure responsiveness and relevance of PASAN's programs and services.
- Respond to client, volunteer, and community complaints where appropriate.
- Develops innovative programs in consultation with the Executive Director, staff and other agencies.

Human Resources

- Provide regular support and administrative supervision to staff
- Participate in HR activities including recruitment, hiring, staff orientation, supervision and performance reviews
- Delegates responsibilities among direct service staff, including managing interim and transitional arrangements in support of new programming or staff transitions. Coordinates team meetings and supports participatory leadership in team meetings.
- Coordinates the training and professional development of staff in collaboration with the Executive Director.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
- Assist in establishing positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Implement a performance management process for staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Support the management team in ongoing initiatives, including policy writing and procedure implementation.
- Ensure that organizational staff are trained and equipped to document their work using the OCHART, OCASE and NEO system.

Community relations/advocacy

- Establish effective and good working relationships and collaborative arrangements with diverse community groups, funders, and other organizations to help achieve the goals of the organization.
- Participate in advocacy efforts in collaboration with Executive Director to contribute to PASAN's vision

Agency Operations

- Provides agency leadership as Acting Executive Director when required.

- Participates as a member of the management team, in the development, recommendation, implementation and evaluation of policies and systems.

Qualifications

- Combination of post secondary education and considerable experience in health promotion and/or community development
- A minimum of two years of management/team supervision experience in a community-based, non-profit organization, with a strong focus on program development, coordination or management and experience managing in a unionized setting.
- Three to five years relevant harm reduction experience in harm reduction and collaborating with people who use drugs, prisoners/ex-prisoners, people experiencing homelessness, racialized populations, Indigenous Peoples, people who engage in sex work, people with mental health issues,
- Demonstrated experience managing and coordinating peer focused programs and services.
- Demonstrated understanding and experience developing, delivering, and evaluating harm reduction and overdose prevention programming.
- Extensive knowledge of HIV and Hep C issues including a well-developed knowledge of relevant resources.
- Experience working within an anti-racist / anti-oppressive framework
- Experience in program development and evaluation, including experience developing program logic models and evaluation plans.
- Experience in crisis response and de-escalation.
- Demonstrated ability to anticipate problems/conflicts and take appropriate action.
- Sound decision-making and judgment skills with the ability to effectively manage communications with community, committees, and coalitions.
- Demonstrates a commitment to a healthy and safe workplace for self and others by taking all reasonable precautions and working in compliance with PASAN's related policies, health and safety legislation and best practices
- Ability to organize, set priorities and manage multiple tasks.
- Excellent organizational, written, and oral communication skills.

PASAN is committed to building an organization that reflects the communities we serve. We strongly encourage applications from equity seeking communities including people from Indigenous. African/Caribbean/Black and racialized communities, people who use drugs ex-prisoners, people living with HIV/Hep C, Two Spirit, Lesbian, Gay, Bisexual, Transsexual, Transgender and Queer people and members of other equity seeking groups. PASAN encourages applications from people with disabilities. Accommodations are available on request for candidates selected for an interview

Deadline June 27, 2022 Please send cover letter and resume to janet@pasan.org