

JOB POSTING

Interim Director Community Integrated Care Hub

**john
howard
society**

Kawartha Lakes
& Haliburton

The main objectives of the Community Integrated Care Hub (the Hub) in Kawartha Lakes are to provide a low-barrier space for vulnerable community members to access supports that meet both basic needs and connect individuals to other critical services, for a wrap-around approach. Services are provided through a “one door, one roof” approach, with a foundation of trauma informed, strengths-based approach and harm reduction principles. A low-barrier service such as the Hub will help the community members address both basic needs and urgent health care needs. The multi- disciplinary team will offer services 7 days a week, including overnight services. The Hub is a step in our community housing and homelessness continuum of care system, as we aim to help individuals obtain some initial stabilization before moving along to transitional or supportive housing.

Job Title:	Interim Director -Community Integrated Care Hub
Job Status:	35 hours a week- contract until March 31, 2025- with possibility for renewal
Rate of Pay:	Monday to Friday, evenings & weekends on call per schedule.
Reports To:	Based on Director Salary Grid
	Chief Executive Officer



Job Outline

Working with a consortium of agencies to:

- Coordinate the renovation project of 22 Peel St.
- Lead the development of an integrated program of services including standard operating procedures at the Community Integrated Care Hub site among multiple services/agencies including Drop-In, primary care, community resource, mental health supports and others.
- Support the coordination of on-site services and activity.
- Coordinate community engagement and public relations activities on behalf of the consortium.
- To assist in securing capital and operating funding as needed.



Duties and Responsibilities

Project Management

- Act as lead for the renovation of 22 Peel Street and provide leadership on site occupancy readiness and move management. Plan and undertake community engagement activities to position The Hub for success and act as spokesperson for the project in absence of CEO.
- Coordinate meetings with architect and community partners to review initial design drafts
- Work with architect and CEO to finalize tendering process
- Review Tender applicants for construction contract
- Liaise with architect and construction team on any matters pertaining to build- inform CEO

- Attend regular meetings with architect and construction team and inform CEO and community partners as needed
- Choose design elements and materials for the hub such as cabinets, flooring etc., in consultation with the architect and construction team.
- Oversee budget elements in consultation with CEO and Director of Finance
- Develop, monitor and lead comprehensive project work plan, while identifying key roles and responsibilities of implementation team

Program Management

- Assist with development of frameworks, governance models and memoranda of understanding as necessary for building use and integrated program delivery.
- Research and exploration of evidence-informed service delivery models, including specific outputs to be measured.
- Finalize program design based on research and evidence-based service delivery models, including client journey mapping exercises.
- Coordinate peer-led program design work.
- Create draft evaluation framework.
- Develop comprehensive staff interim and ongoing training plans.
- Work with all stakeholders to design and enable implementation of a program of integrated services.
- Develop Memorandum of Understanding agreement to support space use and service coordination with community service providers.
- Networking/engagement with appropriate funding and regulatory agencies.
- Provide logistical support to the stakeholder group(s) working to develop integrated services and preliminary operating policies and procedures.
- Report to The Hub Steering Committee and keep it apprised of risks, opportunities, and relevant information to facilitate effective project oversight and hub development.
- Lead the Operations Committee to enable the creation of standard procedures and effective communications among service delivery staff.
- Support the Coordinator to develop on-site services and activities.
- Schedule and monitor shifts for all JHS Hub staff
- Contribute to fundraising efforts including writing of funding proposals to secure both capital and operating funds.
- Lead in the recruitment of staff.



Qualifications

- University degree and/or relevant post-secondary education or equivalent.
- 3-years senior program design and management experience in a non-profit collaborative context.
- Knowledge of harm reduction, homelessness, mental illness, substance use and appropriate approaches to care.
- Knowledge of the Kawartha Lakes community and local services, including relevant gaps and opportunities.

- Knowledge of integrated care hubs and collective impact models are assets.
- Demonstrated effectiveness in building coalitions and working with diverse stakeholders.
- Experience with leadership and staff supervision.
- Experience writing funding proposals.
- Experience with capital development.
- Excellent English communication skills (oral & written).
- Effective time-management, logistical support, and computer (MS Office) use skills.

HOW TO APPLY FOR THIS JOHN HOWARD SOCIETY POSITION

Application Deadline: November 14, 2024 @ 4:30 pm
Interview Dates: TBD
Start Date: December 2, 2024

Submit a cover letter and resume, before 4:30 pm on November 14th, 2024, to Dana Hetherton, Chief Executive Officer: dhetherton@jhscklh.on.ca

We thank all applicants, however, only those invited for an interview will be contacted. Interviewees are asked to prepare digital copies of credentials as needed (degree(s), diplomas, designations, certificates, etc.).

The John Howard Society of Kawartha Lakes and Haliburton is an equal opportunity employer. We are committed to organizational equity and diversity. We actively seek staff who are members of groups designated by federal and provincial legislation as under-represented. These groups include women, Indigenous people, persons with disabilities, ethnic minorities, racialized people, and LGBTQ2SI persons*