



## JOB POSTING

### Pandemic Response Coordinator - Contract

**Summary:** Flemingdon Health Centre (FHC) is an engaged and involved member of some of Toronto's most dynamic neighbourhoods; Flemingdon Park, Fairview and Thorncliffe Park. FHC is a registered charity and an incorporated not-for-profit Community Health Centre (CHC), with a vision of Strong Healthy Communities. Across our three sites, we provide a range of health-related services based on the social determinants of health with extensive community engagement. We are primarily funded through the Ministry of Health and Long-Term Care/Ontario Health (formerly: Toronto Central Local Health Integration Network TC-LHIN).

At FHC, we know that health is about much more than just the absence of disease. Our approach to community health encompasses the social determinants of health which includes: education, employment, isolation, food security and social supports, and utilizes a community development model to promote health, prevent disease, and strengthen community capacity. We value health equity, inclusion, community engagement, accountability & transparency, excellence and collaboration & partnerships.

**Purpose:** The Pandemic Response Coordinator will support the East Effort Project and other Pandemic Response Initiatives focusing on COVID-positive residents. This role will also provide strategy for COVID immunization efforts taking place in Thorncliffe Park and Flemingdon Park.

**Employment term:** Project- full time (35 hours per week including evenings and weekends)

**Project duration:** until end of March 2022 with possibility of extension

**Salary range:** \$25/hour and applicable 4% vacation pay

**Reporting to:** Executive Assistant & Strategic Projects

**Location:** Flemingdon Site

#### General Responsibilities include:

- Participate in and support regular meetings of the East Effort Steering Committee and other partners in the East Toronto Ontario Health Teams as assigned
- Support the coordination of Covid-19 positive case management in the community (Flemingdon or Thorncliffe), and support clients with relevant referral services locally when their isolation period is complete
- Support applicants accessing East Effort project funds
- Support with the delivery of emergency response services through East Effort
- Ensure client privacy compliance and necessary documentation
- Support coordination of services and communications efforts related to the Pandemic Response Initiatives
- Support with reporting and data entry of weekly and monthly data collection
- Collect and report data on the Pandemic response initiatives
- Screen and support clients on-site following our protocols



### Qualifications:

- The minimum level of education preferred is a Community College Diploma
- One to three years of practical experience working with clients in a community-based agency supporting outreach, community development, and stakeholder engagement
- Proficient at developing quality reports and deliverables using PowerPoint, Excel, and Word
- Excellent English communications skills, ability to speak, read and write; other languages would be an asset
- Strong interpersonal skills and proven ability to build and maintain positive relationships with peers, partners and with diverse community stakeholders
- Experience working in a fast-paced, client support environment
- Flexibility to work remotely, evenings and weekends
- Committed to embracing diversity in our communities and promote respect, equity and a sense of belonging in our work environment and in the provision of programs and services through an Anti-Racism Anti-Oppression (ARAO) framework
- Ability to speak other languages relevant to the catchment area, preferably Farsi, Pashto, Slovak, Czech, Arabic, Mandarin, Urdu, Hindi or Tamil is an asset
- Vaccines (COVID-19 and others) are a requirement of the job pursuant to the Ontario Human Rights Code.

**Note:** This is a bargaining unit position with UFCW. Terms may be altered as a result of collective bargaining. For more details on benefits and entitlements, please refer to our collective agreement here:

<https://sp.ltc.gov.on.ca/sites/mol/drs/ca/Ambulatory%20Health%20Care%20Services/621-88231-22.pdf>

**Application Deadline:** 16<sup>th</sup> January 2022 by 5 pm Eastern Time

**Application process:** Qualified applicants are invited to submit their application via the link below:

<https://www.jobillico.com/en/job-offer/flemingdon-health-centre.cUkdNk/pandemic-response-coordinator-/9363032>

*We encourage applications from individuals who can identify with the diverse communities we serve. We thank all applicants for their interest but regret that only those selected for an interview will receive acknowledgement. Please note that a criminal background check (Vulnerable sector) will be conducted for this position. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.*