



JOB POSTING INFORMATION

JOB TITLE: SEXUAL HEALTH RESOURCE CENTRE COORDINATOR

JOB CODE: SA-OS-005

DATE POSTED: JULY 9, 2013

POSTING EXPIRES: JULY 18, 2013

JOB TYPE: PART-TIME, CONTRACT

TRAVEL REQUIRED: SOME

HOURLY RATE: \$15 PER HOUR, UP TO 30 HOURS PER WEEK

LOCATION OF WORK: NORTH OSHAWA CAMPUS

WILL TRAIN APPLICANT: SOME TRAINING PROVIDED

JOB SUMMARY

The Sexual Health Resource Centre (SHRC) at Outreach Services is committed to providing a safe, harassment-free, drop-in space for all students on campus. The SHRC is a student-funded, volunteer-driven, non-profit, campus and community organization operated by the Student Association at Durham College & UOIT (SA). The SHRC will provide support, referrals, resources and advocacy on issues of sexual health through our workshops and educational programming. The SHRC also sells safer sex items at cost, such as latex free condoms.

Reporting to the Manager of Outreach Services, the role of the SHRC Coordinator is to provide continuity and stability within a constantly changing environment. The Coordinator will carry out responsibilities that maintain the integrity of the SA; support students and clients through peer support, case management, workshops and training; and provide referrals, assist with volunteer development and provide connections to the community.

SUMMARY OF DUTIES:

Office Management:

- Scheduling and preparation for team and community meetings.
- Co-organize the orientation of new team members, including development of an orientation package.
- Work with the Outreach Services Events and Volunteer Coordinator to plan and deliver events relevant to the SHRC.
- Ensure the SHRC is stocked with relevant resource materials.
- Work with the Events and Volunteer Coordinator to select, schedule and oversee peer support volunteers, placement and work study students.
- Ensure float is balanced after each shift and deposit sales according to the outlined procedures.
- Ensure all volunteers are fulfilling duties specifically for the SHRC.
- Ensure the relations with the product suppliers are effective and efficient.

Education

- Educates the campus and greater community on issues pertaining to sexual health.

- Advocates for equality, equity, and health on the behalf of our participants with community partners, businesses and internal stakeholders.
- Coordinate the communication of the mission, goals, and services of the Sexual Health Resource Centre to faculty, staff, students and the community.
- Lead class presentations, trainings and discussions for students and staff upon request.

Peer Support Program

- Responsible for developing overall operations of the Peer Support Program, providing peer support, crisis intervention, case management, referrals, and follow up for students and community members.
- Work with the Outreach Services Counsellor to ensure students are receiving immediate counseling support.
- Provide referrals to on-campus and community health and support services.

General Duties

- Maintain office hours and attend collective meetings.
- Act as a liaison with campus, community groups, Durham College and UOIT Administration.
- Participate in training initiatives that are relevant to the Coordinator's duties at the SHRC.
- Ensure the general upkeep and cleanliness of the SHRC.
- Revise and update the SHRC manual.

SKILLS/QUALIFICATIONS:

- 2-3 years working or volunteering in a sexual health or public health related organization involving counseling a significant asset.
- Post-secondary education in the social sciences, social work, human rights or a related field.
- Experience writing grant applications and proposals, handling cash and accounting a significant asset.
- Familiar with organizational policies and procedures, including the SA and on-campus resources, Durham Region Social Services, Pro-Choice specific organizations.
- Knowledge of Anti-Oppression Principles and issues related to safe sex, pregnancy prevention and options, LGBTQ, gender inequality, empowerment, systemic discrimination and human rights.

General

- Must be at least 19 years of age and undergo a Criminal Background Check.
- Comfortable with a diverse clientele in a highly confidential, professional environment.
- Strong communication skills, oral and written.
- Organization and time management, able to adapt priorities day-to-day.
- Computer requirements: word processing, spreadsheet creation, inventory systems.
- Presentation and public speaking ability an asset.

APPLICATION INFORMATION

RESPONSE METHOD:

EMAIL - saadmin@dc-uoit.ca WITH THE SUBJECT LINE: SHRC COORDINATOR

APPLICATION INSTRUCTIONS: PLEASE SUBMIT A COVER LETTER AND RESUME OUTLINING RELEVANT EDUCATION AND EXPERIENCE BY EMAIL ONLY TO THE SPECIFIED EMAIL ADDRESS ABOVE.

ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.