

## **TERMS OF REFERENCE**

### **SOCIAL DEVELOPMENT PROGRAM COORDINATOR**

#### **FUNCTION:**

*The Social Development Coordinator is responsible to the Director of Leisure Services for the coordination of policy development and implementation of activities to address priorities associated with social equity, community health and safety and well-being in the City of Terrace. The Social Development Coordinator works collaboratively across City departments with other levels of government, First Nations, community-based organizations, social agencies, and residents, including those with lived experience of mental health, addictions, and poverty.*

#### **REPORTING RELATIONSHIPS:**

Reporting to:                      Director of Leisure Services

#### **GENERAL RESPONSIBILITIES:**

- 1. Supports and acts as the key liaison in existing initiatives and partnerships between the City of Terrace and local First Nations, non-profits, social agencies, and other levels of government, including but not limited to: Terrace Inter-agency Group, Terrace Situation Table and the Homelessness Intervention Program.*
- 2. Develops, implements, and leads all work related to interdepartmental coordination (including RCMP and Bylaw Department) on issues related to social equity, community health and safety, and well-being.*
- 3. Supports in implementing and evaluating programs and initiatives related to these partnerships and interdepartmental coordination through data collection, synthesis, and analysis.*
- 4. Makes recommendations on policy and future programming priorities as related to issues of community well-being including housing and homelessness, poverty reduction and food security, community safety, mental health and addictions and youth.*
- 5. Manages City initiatives, including training and outreach, that leverage partnerships with key stakeholders.*
- 6. Prepare and deliver reports and presentations to City Council and if requested to government agencies or community groups (Northern Health, Federal or Provincial Ministries, etc.).*
- 7. Provide support/advice to community plans, social infrastructure projects, City grants, and related initiatives.*

### **SPECIFIC DUTIES/RESPONSIBILITIES/QUALIFICATIONS/KEY COMPETENCIES**

1. *Knowledge and understanding of the social determinants of health and the development and implementation of social policy.*
2. *Knowledge of community development and community economic development processes, practices, models, and principles*
3. *Knowledge of Trauma Informed Practice.*
4. *Ability to deal effectively, respectfully, and inclusively with culturally diverse stakeholder groups, including First Nations Governments and groups.*
5. *Knowledge of the roles and responsibilities of orders of government as well as knowledge of relevant community-based services, as well as service priorities and gaps.*
6. *Strong research and analytical skills in gathering information and resolving complex issues.*
7. *Ability to work collaboratively and interact respectfully and meaningfully with a variety of internal and external partners, including people with lived experience.*

### **QUALIFICATION/EXPERIENCE**

1. *A Master's degree in social policy, social work, community development, human geography, public health, urban planning, or related discipline with experience at a professional level (minimum of 5 years' experience), or a Bachelor's degree in in the same areas as above with extensive and progressive experience at a professional level (minimum of 10 years' experience).*
2. *Experience in social planning, research and evaluation, public policy development.*
3. *Experience in project management, public consultation, and facilitation.*
4. *Experience working with people with barriers, including addiction or mental health related barriers, combined with a broad perspective lens on equity, is an asset.*