

1. IDENTIFICATION

Position No. 10-14715	Job Title Cannabis Program Coordinator	Supervisor's Position Manager Tobacco and Cannabis Programs	
Department Health	Division/Region Population Health	Community Iqaluit	Location 235
Freebalance Coding:		10225-01-1-235-1000000-01	

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Cannabis Program Coordinator is responsible for the development of the strategy and programming to address the impacts and responses to the legalization of recreational cannabis use. It will consider harm reduction approaches to addressing the use and overuse of both legal and illegal substances. The position will work with a wide range of stakeholders on modernizing the approach to harm reduction of cannabis use in the Territory.</p> <p>The Coordinator develops and oversees the implementation of strategies, initiatives and programs that promote wellness and healthy living; addressing and reducing the health and social harms caused by cannabis use in Nunavut.</p> <p>The position is responsible for the evaluation of cannabis programs and initiatives to maintain accountability to the department and outside funding agencies.</p>

3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>The Coordinator provides leadership in program design and development to ensure focus on critical determinants of health and social well-being for Nunavummiut related to cannabis use. The Coordinator provides content expertise and operational direction for a division charged with implementing a work plan for reducing the harm of cannabis use in Nunavut.</p> <p>The Coordinator will work to engage multiple stakeholders and health care providers in communities to adapt the most effective methods for harm reduction to Nunavut's unique circumstances. The Coordinator will use a holistic approach for incorporating cannabis harm reduction principles into the Population Health program and lead the development of effective resources to meet the needs of communities.</p>
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Consistent with recommendations from the Federal Government, the Public Health Officers of Canada, Urban Public Health Network, and the Centre for Addiction and Mental Health (CAMH), the Coordinator will ensure an effective health promotion, prevention and harm reduction approach to the legalization of cannabis in Nunavut.

The Coordinator works closely with other Territorial Population Health positions, other GN departments (such as the Departments of Finance and Justice), as well as non-governmental organizations, including Nunavut Tunngavik Incorporated, to ensure that cannabis harm reduction is incorporated into departmental policies, priorities and initiatives.

The Coordinator assists the Manager in administering a program budget configured in a complex set of arrangements with the Government of Canada, partnerships with other territories and the GN core budget. The Coordinator provides regular reports to the Manager on progress and outcomes of the initiatives.

As a member of the tobacco and cannabis team, the position will also support the tobacco program in its implementation and delivery as and when required.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

1. Oversees the development and implementation of a comprehensive work plan to reduce the harm caused by cannabis use in Nunavut by:

- Developing, coordinating and participating in the evolution of cannabis use and addictions systems for Nunavut in consultation with Environmental Health Specialists, the Mental Health and Addictions Division, the Departments of Justice, Finance, and Education, the Office of the Chief Medical Officer of Health and other senior management;
- Developing program models, strategies and activities, pursuant to the Department of Health's priorities, to reduce the harms caused by cannabis use;
- Developing measurable performance indicators to monitor and evaluate programs and provides updates on progress to management;
- Establishing standards and guidelines for developing new and amended cannabis resources, policies and legislation;
- Leading or participating in project teams, inter-departmental and inter-governmental groups to identify priorities and to develop health promotion initiatives that relate to the health impacts of cannabis use;
- Building upon existing networks, and implementing initiatives that effectively address cannabis use awareness, addictions prevention and harm reduction approaches;
- Providing program support and working with frontline health and wellness workers to undertake outreach with individuals and families to encourage healthy and informed

choices related to cannabis use;

- Working collaboratively as a member of the tobacco and cannabis team;
- Providing guidance, training, mentoring and coaching to team members and ensures materials are produced and initiatives are implemented with a trauma informed approach and consistent with Inuit Societal Values.

2. Provides expertise and advice on cannabis use harm reduction by:

- Providing expert advice to the Population Health Division on developing and delivering training to paraprofessional and professional health and wellness staff regarding the use of cannabis and a harm reduction approach;
- Acts as a GN spokesperson regarding cannabis use for the health promotion team;
- Leads and coordinates the design and delivery of presentations for management and staff;
- Updating knowledge of effective cannabis use harm reduction programs, liaising with other provinces and territories, and integrating this learning into the division's operations;
- Leading the development of educational resources for frontline health and wellness workers to use for raising awareness about the harms associated with cannabis use and addictions;
- Contributing to key messages and concepts for specific audiences on the potential harms of cannabis use and how to reduce or eliminate these risks: adults, pre- and postnatal women, youth and children;
- Delivering education sessions to paraprofessional and professional health and wellness workers, community programs, youth and to school-based educators on an on-going and on request basis related to cannabis, use, harm reduction, and healthy lifestyles;
- Developing new initiatives to support the strategic direction of the cannabis use programs based on current evidence and best practices.

3. Contributes in identifying innovative and emerging practices for health promotion initiatives in the realm of cannabis use and harm reduction methods in Canada and internationally, particularly about initiatives that relate to Inuit by:

- Reviewing research and connecting with various professionals and leading experts in the field of cannabis use, addictions and harm reduction;
- Works to identify surveillance opportunities to monitor relevant health statistics, identify trends in health service provision related to cannabis and track retail sales of substances of interest to build a body of information which informs future decision making;
- Reviewing internal and external communication documents, such as newsletters, journals, press releases, etc.;
- Participating in and contributing to national working groups and advisory bodies as required.

4. Prepares the program budget and manages resources by:

- Assisting in negotiating contracts with private sector consultants, preparing contract conditions and managing financial transactions;
- Reviewing the work of consultants, ensuring adherence to the contracts; reviewing progress payments;
- Preparing financial reports (e.g. variance reports) and periodic program reports for the Manager;
- Developing forecast notes to address variances in monthly reports;

- Providing other documentation as required by finance staff to support departmental fiscal management;
- Recommending resources for continued evolution of effective harm reduction strategies, seeking funds to sustain programs, and developing plans to address emerging opportunities (e.g. new Health Canada program initiatives, student practicums, summer students and links with universities).

5. Develops effective, strategic, and sustainable health promotion partnerships at the inter-departmental, inter-governmental, community and school level to address cannabis use harm reduction in Nunavut by:

- Working with the GN departments to facilitate and coordinate program linkages;
- Negotiating and facilitating networks and partnerships between/among various stakeholders who may have competing demands and priorities;
- Working with schools, community and health officials, both nationally and territorially, to assist in recognizing and addressing the needs of students facing, or at risk of facing, cannabis use related issues;
- Liaising with other subject matter experts through intergovernmental forums and meetings and liaising with other provincial and territorial jurisdictions to form partnerships and engage in knowledge sharing activities and events;
- Supporting the team to work with regional staff, community networks, hamlets and Inuit organizations to identify strengths, generate ideas and opportunities for community-based health promotion initiatives, as well as implementing identified strategies; and
- Incorporating the needs (e.g., resources, information and training) of community health and wellness workers, including Community Health Representatives, nurses, doctors, mental health providers, Environmental Health Officers, and other officials into the annual work plans and program budgets.

6. Oversees and reviews progress of cannabis use programming in Nunavut, renews it as necessary and evaluates it by:

- Ensuring that programs provide territory-wide services and are meeting the needs of the community served, with appropriate resources, tools and media messaging;
- Managing, monitoring and evaluating program initiatives, tracking progress towards identified goals and objectives and preparing interim reports;
- Developing a program evaluation framework to assess the strengths of the program and to identify areas for improvement;
- Analyzing pertinent documents, such as research reports and studies from other departments, jurisdictions, agencies, boards and other organizations;
- Integrating evaluation information (e.g. cannabis sales data, cannabis use in Canada/Nunavut, awareness campaign evaluation, community engagement and usage patterns) into an overarching evaluation of the cannabis use and addictions program strategy; and
- Ensuring cannabis use and harm reduction strategies are current, relevant and guiding the division in the development of programs and initiatives.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge

- Specialized knowledge of evidence-based practices in cannabis use and addictions, youth advocacy, social learning, and media advocacy;
- Theories, principles and practices of population health and health promotion strategies, specifically relating to the broad determinants of health;
- Knowledge of trauma informed practices, health promotion and wellness strategies;
- Theories, principles and practice of program development and evaluation;
- Theories, principles and practice of project management;
- Theories, principles and practices of adult learning;
- Theories, principles and practices of financial administration;
- Knowledge of current territorial and Inuit health issues and concerns, and relevant cultural, social, economic and relationships;
- Applicable legislation, policies and procedures including knowledge of ATIPP and privacy best practices;
- Knowledge of Inuit Societal Values and how to incorporate them into program planning, design and implementation;
- Knowledge of northern cultures and northern health care structures.

Skills and Abilities

- Effective verbal and written communication skills to provide advice, deliver presentations, information and interpretation and to prepare reports and correspondence;
- Leadership skills to lead teams and working groups;
- Critical thinking and evaluation skills to monitor and assess the effectiveness of programs and services;
- Computer skills including spreadsheets (financial management tools), word-processing, internet research and use of social media for social marketing and service delivery;
- Analytical and conceptual thinking ability to articulate a strategy, determine program development and delivery mechanisms;
- Ability to plan, problem solve, evaluate and set direction as appropriate;
- Ability to develop work plans with others and adhere to project management practices;
- Ability to work successfully in a cross-cultural environment;
- Ability to learn new skills and concepts quickly, to apply broad concepts to practical initiatives and to function in an atmosphere of constant change and ambiguity.

The above knowledge, skills and abilities are typically acquired through;

- An undergraduate degree in a health-related discipline;
- Two years experience in developing and implementing programs that foster a reduction in cannabis/substance use, addictions or related field;

- Ability to communicate in more than one of Nunavut's official languages is an asset.

An acceptable combination education and experience may be considered.

This is a highly sensitive position and a Criminal Record and Vulnerable Sector Check is required.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Most time is spent in a sitting position working at a computer terminal or attending meetings.
- Will require standing for extended periods of time when delivering education sessions.
- Long hours and overtime are needed during public consultations, travel to remote communities and educational sessions.
- Will need to transport equipment and supplies and set up multi-media equipment such as projectors and screens when providing training and presentations. Transporting equipment and supplies in remote communities demand the ability to lift up to 50 pounds.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Works in a generally comfortable office environment;
- Time with youth and in the communities may require attending a range of outdoor events.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Prolonged attention to detail is required when preparing, assessing and reviewing materials, research and data;

- There are daily assessments of verbal indicators, body language and other non-verbal indicators when responding to queries, gathering information and conducting consultations.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- Political pressures, tight deadlines, changing priorities, and multiple demands;
- Projects require dealing with staff, internal and external clients and stakeholders with conflicting interests who may not agree with the program and regulatory policies and initiatives of the department;
- May be required to visit remote communities via aircraft, as well as travel to meetings outside of Nunavut several times a year.

7. CERTIFICATION

Employee Signature	Supervisor Title
Printed Name	Supervisor Signature
Date:	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Deputy Head Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.