

# Community Health Network Coordinator Role Description



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The purpose of a Community Health Network (CHN) is to foster local collaboration to advance the health and well-being of local populations. This is done through addressing complex factors that influence health and that cannot effectively be addressed by individual organizations acting alone. Health networks build common understanding of what generates and impedes health for communities, enabling identification of shared priorities and collective action.

The CHN Coordinator is integral to this work by helping create and support a culture of cooperation, collaboration and innovation among stakeholders in the Nanaimo and Oceanside regions.

## **Role and Responsibilities:**

Working with leadership tables of the Oceanside Health and Wellness Network (OHWN) and a newly forming CHN serving the Nanaimo area, the CHN Coordinator will facilitate stakeholder engagement to advance the Networks' goals and objectives by:

1. Developing and maintaining systems of communication and opportunities for stakeholders to share knowledge and gain common understandings through meetings, sub-committees, outreach activities, workshops, presentations and electronic sources (e.g., website, newsletters, social media, etc.).
2. Raising awareness and maintaining the public profile of the health networks by actively seeking out and connecting with current and future stakeholders and participating in creative and timely discussion and community engagement opportunities.
3. Facilitating the creation and review of plans and strategies with the leadership tables and monitoring progress.
4. Managing workplans, priorities and deliverables within budgets and timelines.
5. Delivering monthly reports to the leadership tables and quarterly and annual reports to the Regional District of Nanaimo (RDN) and Island Health.
6. Keeping abreast of relevant new developments and research related to the local context.
7. Seeking out additional funding, or resource opportunities, that may support the work of the health networks. This will include the preparation of grant applications as directed by, or in coordination with, the leadership tables.
8. Overseeing administrative deliverables such as organizing and documenting meetings and events, facilitating electronic communication, and keeping records on behalf of the Networks.

9. Overseeing budgets and grant funding to ensure fiscal accountability and efficiency within the defined parameters.
10. Other duties as needed.

**Education and Experience:**

- Minimum of five (5) years' experience working within a collective impact or systems change framework in the field of community development, healthy communities, or social planning.
- Post-secondary degree in a related field preferred.

**Skills, Knowledge and Competencies:**

1. Demonstrated ability to coordinate and facilitate community engagement and community development processes.
2. Proven ability to work within a diverse team environment and significant group facilitation experience with an understanding of equity and inclusion.
3. Strong time management skills, self-starting, and the ability to prioritize tasks within a limited amount of time available.
4. Strong oral and written communication skills.
5. Experience with project management and reporting on budgets.
6. Demonstrated understanding of the complex, upstream social and community factors that determine the health and wellness of the population as a whole, and of the disproportionate effect that these factors may have for people of all ages, cultures, ethnicity, socio and economic backgrounds in the Regional District of Nanaimo.
7. Familiarity the organizational landscape and the local social, political and economic conditions in the Nanaimo Region.
8. Energetic, passionate, innovative, collaborative.
9. Ability to promote positive system change.
10. Proficient computer skills including Microsoft Office, Excel and PowerPoint. Social media experience preferred.