



**Nine Circles Community Health Centre**  
Is currently hiring

**HEALTH EDUCATION FACILITATOR Term (to March 31, 2024)**  
\$20.827 - \$24.145 per hour (23.35 hours per week)  
Term, Part-Time (.6 EFT)  
3 days per week, Monday, Wednesday and Friday  
**Internal/External Posting**

### **Job Summary**

Under the direction and guidance of the Director of Prevention, Testing and Wellness, the Health Education Facilitator distributes harm reduction supplies, and supports the activities of the Health Promotion Program with a focus on harm reduction programming and implementation of related activities.

The job is part-time, 46.5 hours per two-week period (including holiday pay hours). The regular work days for this position will fall between 8:00 a.m. and 8:00 p.m. Mondays through Fridays. Occasional evenings and weekends shifts may be required. Overtime is not a normal requirement of this position.

The position is classified as Group 56, on the MAHCP salary scale. A comprehensive benefit package is provided as per employee eligibility via HEB Manitoba.

### **Duties/Responsibilities**

#### *Client Engagement:*

- Distribute harm reduction supplies and provide harm reduction education and support to clients as requested
- Support the engagement of a Peer Advisory team, peers and volunteers as a key component of the harm reduction program
- Create and update monthly client programming calendar
- Order and maintain stock of safer drug use supplies
- Engagement with volunteers, peers, and a Peer Advisory
- Support the operations of the Food Bank
- Co-facilitate health promotion group programs as required
- Perform charting in accordance with Nine Circles Documentation Policy

#### *Community Engagement:*

- Maintain supply of up-to-date resources throughout the clinic related to harm reduction and prevention and health promotion; includes ordering materials and stocking all relevant areas in the clinic
- Share information aimed at increasing knowledge, awareness and harm reduction among members of target populations and on topics related to HIV/STBBI/HCV transmission
- Conduct information sharing in a culturally responsive manner
- Support community-based events for Nine Circles

### *Client and Community Safety*

- Support the engagement of clients in the waiting room
- Effectively utilize Nine Circles safety and security response tools
- Complete documentation related to safety concerns
- Participate in safety committees within Nine Circles and community
- Support the monitoring of washrooms and public areas to ensure the safety of clients
- Be an active participant in the development of an environment that allows clients to feel safe and supported

A detailed job description is available upon request.

### **Qualifications**

#### *Education*

- A community college certificate in social services, community development or related discipline. Minimum of 1-2 years of related experience would be an asset.  
OR  
Grade 12 or equivalency with a minimum of 3 years in the areas of community development and health education

#### *Knowledge, Skills, and Experience*

- Demonstrated ability to facilitate education sessions utilizing adult education techniques
- Excellent organizational and problem-solving skills.
- Exemplary oral communication skills
- Ability to use a client-centered, strength-based approach when working with community and clients
- Experience using computers including Word, Excel. Experience with electronic medical records would be an asset.
- Strong communication skills in English, including reading and writing
- Experience working with people who use drugs and/or harm reduction programs, inclusive of lived experience
- Demonstrated ability to work independently and in a team environment.
- Ability to work under pressure to meet deadlines.

### **How to Apply**

Interested candidates may forward their letter of application and résumé to:

Email: [humanresources@ninecircles.ca](mailto:humanresources@ninecircles.ca)

**Deadline for application: Wednesday, June 22, 2022 by 4:00 p.m.**

Nine Circles encourages application from qualified First Nations and Métis persons, as well as qualified gay, lesbian, bisexual, transgender, and two-spirit people. *Nine Circles thanks all applicants for their interest, however only those selected for further consideration will be contacted.*