**HAWKESBURY POLICE SERVICES BOARD**

*Administrative Coordinator*

**Job Description**

**Contract Position (ending March 31, 2022)**

**POSITION TITLE:** Administrative Coordinator, Situation Table

**STATUS:** Employment Contract Position (ending March 31, 2022)

**EMPLOYER:** Hawkesbury Police Services Board

**REPORTING:** Director of Mental Health & Addiction and to the Detachment Commander of the Hawkesbury Ontario Provincial Police (OPP)

**PAY RATE:** $30 to $37 per hour based upon qualifications, skills and aptitudes

*(With statutory benefits only);*

**HOURS OF WORK:** Variable - First year ending March 31, 2020 – 15 to 20 hours per week;

Second and third year – 7 to 12 hours per week

**Position Summary**

The Administrative Coordinator of the Situation Table will be responsible for coordinating the needs, requirements and activities of the Hawkesbury and Area Situational Table model that has been developed for this region.

The Situation Table is a strategic alliance of human services, guided by common principles and processes in order to mitigate risk in a timely manner. It is a *“risk-intervention model”* in bringing front-line, human-service providers together to identify and intervene in situations of acutely elevated risk.

The Administrative Coordinator will also be required to participate in the development of a **“Community Safety and Well-Being Plan” (CSWBP)** for the Town of Hawkesbury. The development of a CSWBP is a provincial requirement with its goal being to identify local risks and develop appropriate strategies in mitigating these risks as well as monitoring its progress. The Administrative Coordinator will be required to monitor and report annually to the Hawkesbury Municipal Council including to the provincial Ministry of the Solicitor General.

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**Key Responsibilities and Duties:**

The responsibilities and duties of the Administrative Coordinator for the Situation Table including for the development, monitoring and reporting of the **Community Safety and Well-Being Plan (CSWBP)** are as follows which are also not meant to be a complete and an exhaustive list:

1. Liaison and network with participating agencies and to maintain an “up-to-date” directory of all partners and participants and, where appropriate, the sharing of such information;
2. Liaison with other para-public and government organizations with respect to best practices for the operations of a Situation Table;
3. Collect and organize data for analysis including providing quarterly reports;
4. Develop and update policies for the proper operations of the Situation Table;
5. Ensure structured, confidential and appropriate communications amongst the Members of the Situation Table including the distribution of such information;
6. Acquire and update any training material including any policies and procedures that may be required for the benefit of the Members of the Situation Table;
7. Participate in the local advisory committee as it relates to the development of the Community Safety and Well-Being Plan (CSWBP) for the Town of Hawkesbury;
8. Provide statistical information, analysis and conclusions regarding data collection;
9. Develop and update any forms or documents that may be or are required by the Members of the Situation Table;
10. Recommend and develop communication strategies for various governmental or non-government agencies including human-service and frontline providers as to the operations of the Situation Table and the associated benefits this model provides to the community;
11. Scheduling of meetings, the preparation of agendas including any other communications, memorandums, letters and all other documents needed for all meetings of the Situation Table including any Ad Hoc meetings that may be required including the recording of all decisions (minutes of meetings);

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**Key Responsibilities and Duties: (continuation)**

1. Ensure the scheduling, liaison and communication of/with the different Situation Table Chairpersons;
2. Generate reports that may be requested or required by the various stakeholders, i.e., agencies, municipalities, police services boards, provincial government ministries, etc.;
3. Provide, manage and effectively secure all records and documents including correspondence as it relates to the operations and deliberations of the Members of the Situation Table;
4. Organize, coordinate and assist in any training for the Members;
5. Represent the Situation Table at different functions or venues to explain the goals and objectives of the Situation Table model;
6. Monitor and inform the Members of the Situation Table of all other information or provincial directions that may or will affect the operations; and
7. To complete any other duties that may be assigned by the Situation Table or to recommend to the Members of any other duties that may be required by the Administrative Coordinator to ensure the effectiveness of this structure.

**QUALIFICATIONS:**

The Hawkesbury Police Services Board is seeking candidates with the following qualifications, skills and aptitudes to assist and to administratively support the on-going structure of the Situation Table including for the development of the CSWBP:

* Post-secondary education and/or a minimum of five (5) years’ experience in a professional environment in social and/or in human-services would be an asset. An understanding of community front-line service providers is also important;
* Strong research and demonstrated communication and interpersonal skills;
* Fluency and proficiency in both official languages (oral and written);
* Versatility to manage a varied range of duties and interests of various organizations;
* Access to a vehicle including a valid driver’s licence; and
* Ability to provide a clear Criminal Reference Check