



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Wellness Coordinator Staff Bargaining Unit
Position Status:	Permanent, Full-Time (35 hours/week) OSSTF
Department:	Student Success and Wellbeing
Supervision Received:	Manager, Student Wellbeing
Supervision Exercised:	Student Assistants (if applicable)
Location:	Sault Ste. Marie
Number of Positions:	1 Sault Ste. Marie, ON

PRIMARY FUNCTIONS:

A. Program Coordination	40%
B. Student Support and Community Outreach	40%
C. Other Duties	20%
TOTAL	100%

Reporting to the Manager, Student Wellbeing, the Wellness Support and Sexual & Gender Violence Prevention Evaluator will work in a collaborative environment with Student Success, Anishinaabe Initiatives, and Wellness Support teams. The position is responsible for the coordination, development, implementation, and evaluation of wellness, sexual, gender-based, and intimate partner violence; sexual and street harassment primary prevention training and educational activities through a cross-cultural approach. The position



will participate in the development of strategic plans, goals, and measurable objectives for wellness support and violence prevention programs and services for the department. It will collaborate with departmental colleagues to plan, implement and evaluate theory- and evidence-informed support and prevention strategies. Work Collaboratively with the Wellness teams, community programs and the Sexual Violence Task Force, and student groups.

RESPONSIBILITIES:

A. Program Coordination (40%)

- Participate in the development of strategic plans, goals, and measurable objectives for prevention programs and services for the Wellness Programs and Sexual Violence Response Task Force.
- Assist the Director, Student Success and Wellbeing, and the People & Culture department, with training and prevention.
- Assist in developing objectives and activities based on departmental goals, including both short- and long-range education and outreach plans. Plan, implement, and evaluate theory- and evidence-informed support and prevention strategies.
- Oversee office-related aspects of outreach efforts and planning for wellness supports and prevention programs for Sexual Violence Response (SVR), including maintaining records and evaluation-related data entry.
- In conjunction with the Director, conduct an annual assessment of the various programs.
- Create cross-cultural training education and training programs for students
- In collaboration with Student Success staff, Anishinaabe Initiatives, the Equity Diversity, and Inclusion community, student groups, and community partners, coordinate and develop community-based primary support and prevention programming directed at the prevention of sexual and intimate partner violence.
- Create workshops and training for restorative justice practice related to sexualized violence, harm, and trauma.
- Work with Elders in Residence, Community Cousins, and peer mentors on programming to develop (Consent Educators, Men's Peer Educators, etc.).
- Responsible for program support and development, including training and awareness programs and peer leadership programs.

B. Student Success Support and Community Outreach (40%)



- Provide individual support, referrals, and guidance for reporting, procedures, and policy.
- Work in partnership with Student Experience, Student Success, Anishinaabe Initiatives, Wellness Teams, and varsity on orientation, training, supervision, retention, and development of new and existing volunteers and student staff.
- In conjunction with People & Culture, coordinate the planning, curriculum, implementation, logistics, and evaluation for SVR.
- Collaborate with key members of the Algoma University community, both internal and external, on all three campuses.
- Coordinate student-driven institution-wide events or educational programs (e.g., Sexual Assault Awareness Month, Relationship Violence Awareness Month, NO More, etc.), and provide technical support or training to student organizations that participate in the planning of these activities.
- Participate in university and community committees and task forces as needed.
- Collaborate with key members of the Algoma University community to develop a comprehensive, multidisciplinary approach to violence prevention for students.
- Maintain and develop a network of contacts and actively seek out and participate in professional development activities to keep current on best practices, and research literature pertinent to the field.
- Research best practice models of sexual violence prevention strategies with post-secondary-aged populations.
- General assistance with Student Success activities and events.

C. Other Duties (20%)

- Assist Student Success Central in times of high volume.
- Manage day-to-day operations of Wellness and SVR programming.
- Manage records; write memos, proposals, reports, papers, and presentation materials.
- Prepare administrative reports, as needed.
- Assist with budgeting, forecasting, and grant support.
- As assigned, this incumbent may be required to assume other duties that are not listed in this document. Such activities will align with the growth and development of Student Success Central

WORKING CONDITIONS:

Physical Effort

Minimal

May require moderate physical effort: sustained periods of sitting in one place, periods of sustained keyboarding, occasionally lifting heavy boxes and/or event set-up

Physical Environment

Moderate

Regularly work with disagreeable clients and may need



to engage in nonviolent crisis intervention

Sensory Attention

Considerable

Front line service demands with a limited level of control and frequent interruptions that may cause backtracking to resume interrupted work; requirement to support students in crisis; high need for detailed and precise work; frequent need to concentrate for lengthy periods of time in order to interpret student needs (e.g. crisis intervention)

Mental Stress

Considerable

Ability to assess and prioritize the needs of students in a front-line, client service, multi-tasking, and fasted-paced environment; deadlines and student needs requiring immediate attention are often conflicting; sensitivity for students with various emotional, personal, and social issues/ concerns/ needs; sensitivity for students with various cultural and language issues/barriers; evening and weekend hours are frequently required; high pressure to meet deadlines and ensure accountability of student records

MINIMUM QUALIFICATIONS

- Undergraduate degree in Social Work, Psychology or related field, or an equivalent combination education and experience, is required.
- Minimum two (2) years of experience working with post-secondary students, including international students, and those who self-identify as First Nations, Metis, and/or Inuit.
- Minimum two (2) years of practical experience in the field of sexual violence support, training, and education.
- Certification(s) in Mental Health response training (e.g. non violent crisis intervention training, ASIST, MHFA, SafeTalk, or equivalent) is required.
- Sound knowledge and understanding of relevant legislation (e.g. Human Rights Code, Sexual Violence and Harassment Action Plan Act [Bill 132], privacy guidelines [PHIPA/FIPPA]), and University policy, is required.
- Restorative Justice Practice experience and/or certification is an asset.
- Demonstrated ability to assess student needs (social, emotional, academic).
- Ability to lead new programming development and evaluation in student wellbeing services.
- Demonstrated ability to work both independently and as an effective team member.
- Knowledge of Algoma University's mandate, programs, policies, and procedures.
- Understanding of the importance of abiding by confidentiality standards



- Excellent written, presentation, and communication skills
- Excellent interpersonal and relationship skills
- Excellent organizational and prioritization skills
- Ability to manage time efficiently, and meet deadlines.
- Ability to multitask in a dynamic fast paced environment with multiple interruptions
- Knowledge of G-Suite applications and student records systems.
- Commitment to understanding Algoma University's Special Mission and the Seven Grandfather Teachings.
- Vulnerable Police Sector check is required.

Salary Scale: \$58,996 to \$73,745 annually

Please submit a resume and cover letter (combined PDF) to talent.acquisition@algomau.ca no later than 4:00 p.m. on May 21, 2024.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.