

Take Heart Algoma

The Algoma Public Health confirms that one full time equivalent (1.0 FTE) OHHP Coordinator will be dedicated to the OHHP Project.

Roles and Responsibilities of the Healthy Lifestyle Coordinator

Accountability	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain official records (documents, contribution in-kind, reports) <input type="checkbox"/> Monitor Operational Plan (budget, timelines, outputs) against the strategic direction and original needs assessment <input type="checkbox"/> Process outgoing PO#s <input type="checkbox"/> Monitor budget and report to Steering Committee <input type="checkbox"/> Liaison with Administration on Project budget <input type="checkbox"/> Implement program elements as assigned in the Operational Plan <input type="checkbox"/> Gather contributions in-kind and resource distribution numbers for inclusion in reports <input type="checkbox"/> Coordinate, collate and submit, on behalf of the Coalition, required provincial reports, plans <input type="checkbox"/> Ensure provincial funding, planning and evaluation requirements are met
Communication	<ul style="list-style-type: none"> <input type="checkbox"/> Link between local project work groups <input type="checkbox"/> Local contact person for OHHN and Ministry <input type="checkbox"/> Establish and maintain local communication vehicles for OHHP <input type="checkbox"/> Initially deal with all incoming correspondence for the Coalition <input type="checkbox"/> Link between community partnership and host agency <input type="checkbox"/> Contact person for the provincial components (Ministry, Evaluation, OHPRS/HHRC,OHHN) <input type="checkbox"/> Monitor postings on the HHRC “Heartlinks” list serv <input type="checkbox"/> Network with partners, OHHN and regional colleagues
Coordination	<ul style="list-style-type: none"> <input type="checkbox"/> Connect the necessary components of various projects, working groups and programs <input type="checkbox"/> Coordinate, with appropriate partners, local meetings and partnership- wide events <input type="checkbox"/> Coordinate the local planning and evaluation process <input type="checkbox"/> Coordinate any funding requests, proposals created by the Coalition <input type="checkbox"/> Coordinate the completion of any surveys, requests for information coming to the Coalition <input type="checkbox"/> Secure additional technical or human resource assistance as needed for work groups and Steering Committee (e.g. HHRC consultants)
Partnership Support	<ul style="list-style-type: none"> <input type="checkbox"/> Nurture the relationship with and between partners to maintain their participation <input type="checkbox"/> Work with chair to establish meeting details (agenda, timing, materials, consultants as required) <input type="checkbox"/> Ensure administrative support (for meetings etc.) <input type="checkbox"/> Provide Coalition with regular Operational Plan updates (budget, timelines, outputs) <input type="checkbox"/> Help identify learning and training of partnership <input type="checkbox"/> Orient new partners
Program Support	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure local identity appears as necessary <input type="checkbox"/> Monitor inventory of local products (promotional items, program materials)
Representative	<ul style="list-style-type: none"> <input type="checkbox"/> Active participation in the OHHN – Executive - Treasurer <input type="checkbox"/> Active participation in regional HH groups, (OHHN regional groups, OHHP Coordinator meetings) <input type="checkbox"/> Attend HHRC provincial and /or regional training events