
**THE REGIONAL MUNICIPALITY OF NIAGARA
JOB DESCRIPTION**

JOB TITLE	Heart Health Co-ordinator	POSITION ID	PHPR33
DEPARTMENT	Public Health	JOB LEVEL	E06
DIVISION	Chronic Disease Prevention	LOCATION	Glenridge Ave.
REPORTS TO	Director, Chronic Disease Prevention	UNION	CUPE Local 1757
SUPERVISES	n/a	EEOC	

JOB SUMMARY

Under the direction of the Director, Chronic Disease Prevention and the guidance of the Niagara Heart Health Project Management Committee, responsible for planning, developing, implementing and evaluating community-wide heart health promotion activities to meet the objectives of the Mandatory Health Programs and Service Guidelines and the Ontario Heart Health Program. The Co-ordinator will provide leadership and co-ordination for the Niagara Heart Health Project (Management Committee, Standing Committees and general membership) and Regional Niagara Public Health Department staff to achieve these objectives.

QUALIFICATIONS

(Educational)

A baccalaureate degree in health studies/sciences or related discipline.

(Experience)

- Three years experience in community-based health promotion; community mobilization; and program planning and implementation and evaluation is required.
- Sound knowledge of health promotion, heart health promotion, population health approaches, health behaviour and behaviour change theory and health policy development is required.
- Working knowledge of health promotion programs/services in the Niagara Region community is required.
- Experience in managing major projects, including budget preparation and monitoring, tracking multiple deadlines and working with a wide variety of internal and external partners.
- Proven ability to work within a multi-disciplinary team.
- Experience in recruiting, negotiating and supporting multiple community partners is required.
- Experience in volunteer management is an asset.
- Experience with computer applications is required.

(Other) Skills in the following areas are required:

- Community needs assessment; program planning, design, implementation and evaluation; negotiations; conflict management; social marketing; community development; communication (oral and written and mass media); group facilitation; policy development; community mobilization; adult education; volunteer management; advocacy; health communication; and project management.
- Must possess a valid drivers' license
- Must provide own transportation and be able to travel throughout the Niagara Region to various locations

THE REGIONAL MUNICIPALITY OF NIAGARA
JOB DESCRIPTION
(Continued)

JOB TITLE **Heart Health Program Co-ordinator**

DEPARTMENT **Public Health – Chronic Disease Prevention**

RESPONSIBILITIES

1. Develop, design, implement and evaluate heart health promotion initiatives to meet the objectives of the Mandatory Programs and Service Guidelines and the Ontario Heart Health Program.
2. Research, monitor, and propose interpretations of local data relevant to heart health promotion and remain current with the literature and best practices to assist with priority setting, program targeting and determination of community-wide strategies.
3. Identify heart health promotion programming by reviewing existing epidemiological, behavioural and socio-demographic data and/or collects ad analyzes new data related to heart health.
4. Promotes development, implementation of community-based heart health promotion programs, based on priorities defined, targeted at specific target groups.
5. Foster, maintain, and sustain community involvement in the Niagara Heart Health Project by recruiting, negotiating and supporting multiple community partners and volunteers.
6. Prepare and submit regular reports on behalf of the Niagara Heart Health Project as required by the Ministry of Health regarding project progress and financial status.
7. Monitor budget expenditures for project funds and prepare detailed reports for the Ministry of Health.
8. Liase with community agencies to ensure heart health promotion programs are co-ordinated and build on community resources.
9. Provide input to development of an annual operational plan for the heart health promotion program that includes population-based strategies to promote heart health, targeted at specific population groups.
10. Represents the Regional Niagara Public Health Department (RNPHD) on the Project Management Committee and acts as the RNPHD liaison with the standing committees.
11. Provide technical and administrative support to the Niagara Heart Health Project Management Committee and Standing Committees.
12. Provide expertise and consultation on heart health promotion to Public Health Department staff, community professionals, groups and individuals.

THE REGIONAL MUNICIPALITY OF NIAGARA
JOB DESCRIPTION
(Continued)

JOB TITLE **Heart Health Program Co-ordinator**

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13. Ensure opportunities for training and professional development of community partners, volunteers and affiliated service providers.
 14. Participate in heart health promotion research projects at the local, regional and provincial levels.
 15. Perform other duties as assigned by the Director, Chronic Disease Prevention.
 16. Will assist as required in response to community based health hazard.

**THE REGIONAL MUNICIPALITY OF NIAGARA
JOB DESCRIPTION
SIGNATURE PAGE**

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The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

APPROVED BY:

Department Director or Designate

Date

Approved to form,

Human Resources Department

Date

Date sent to CUPE Local 1757

RECEIVED BY:

CUPE Local 1757

Date

**THE REGIONAL MUNICIPALITY OF NIAGARA
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INDEPENDENCE OF ACTION

(Decisions made without reference to superiors)

- Works in an environment for which general plans and methods are sometimes available. Needs to develop solutions and make decisions in an independent fashion regarding diverse and new problems/situations, which are sometimes based on a specific body of knowledge and departmental/divisional/program policies and procedures.

(Decisions on which you seek consultation)

- Decisions which would have departmental/divisional budgeting, programming and policy implications.

CONSEQUENCES OF ERRORS

- Time loss by Public Health Department staff, Niagara Heart Health Project members and/or volunteers. Minimal financial loss
- Damage to departmental, community partner and community relations with impact on program development and sustainability.
- Inaccurate financial and project progress reports to the Ministry of Health could impact on funding.

WORKING WITH OTHERS

(inside organization)

- Works frequently with staff and managers of Public Health Department and with staff from other Regional Departments to plan, implement and evaluate heart health promotion programs and to negotiate departmental/divisional resources (human and financial).

(outside organization)

- Works in partnership with Niagara Heart Health Project Management Committee, Standing Committees and general membership to plan, implement and evaluate heart health promotion programs and to negotiate in-kind resources (human and financial).
- Works in partnership with health, education, social service, recreation, fitness and childcare professionals; community organizations/agencies; community layleaders, media representatives, politicians, workplace personnel and volunteers to plan, implement and evaluate heart health promotion programs and to negotiate in-kind resources (human and financial).

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SUPERVISION EXERCISED

Provide functional guidance to Public Health Department staff, Heart Health Project Management Committee, Standing Committees, volunteers and general membership and community partners concerning heart health promotion issues.

EMPLOYEES SUPERVISED

-Not applicable

PHYSICAL DEMANDS

Intense visual concentration is required
Frequent carrying of audio-visual equipment, boxes of resources, display boards and materials
Business travel is frequent

JOB ENVIRONMENT

Typical office conditions
Evening/weekend work is required

Hours per week **35**

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Revised June 30, 1999

Revised by Ellen Wodchis
06/08/99

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Re-eval from Band 5 – 6 April 3, 2002.