



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

<u>JOB TITLE:</u>	HEALTHY CITY FACILITATOR	<u>SCHEDULE:</u> B
<u>DIVISION:</u>	STRATEGIC INITIATIVES AND PARTNERSHIPS	
<u>DEPARTMENT:</u>	CORPORATE MANAGEMENT	<u>PAYGRADE:</u> 14 (UNDER REVIEW)

JOB SUMMARY:

The incumbent is responsible for facilitating and supporting community action on a wide range of healthy city priorities related to housing, community vitality and connections, safety, arts and culture, equity and inclusion, safety, and social well-being. This position is also responsible for supporting continuous improvements to community service delivery through the identification of promising practices, partnership and funding opportunities, research, evaluation, and the implementation of activities that help build the capacity of service providers. As such, this is a high profile position requiring independent initiative and the ability to professionally and effectively interact with a diverse range of individuals and organizations. The incumbent is involved in numerous special projects in response to community needs and Council priorities. Working outside of traditional office hours may be required. Performs related duties.

MAJOR RESPONSIBILITIES:

Under the general supervision of the Supervisor, Community Well-being & Partnerships, the incumbent is responsible for:

- establishing professional, effective working relationships with other City employees and representatives of community organizations and partner agencies;
- collaborating and consulting with community organizations and partner agencies to ensure the delivery of a wide range of social health and well-being services;
- supporting and strengthening collaboration and service coordination across community organizations and sectors;
- engaging community based not-for-profit organizations in efforts to dismantle systemic barriers to ensure policies and activities are responsive to local needs and underserved populations;
- helping to build the capacity of organizations to work effectively in the community;
- providing advice regarding the design and delivery of related City of Prince George grant streams;
- supporting the City's efforts to advance Reconciliation;
- providing ongoing assistance and guidance to other City departments and community agencies regarding the effective integration and implementation of social health and well-being policies and initiatives;
- researching, developing, implementing and evaluating major projects and programs;

- attending, coordinating, facilitating, leading, and/or presenting at a variety of meetings and workshops;
- identifying funding opportunities and preparing grant applications;
- serving as the City's representative and/or staff liaison on a range of internal and external committees; and
- participating in the design and updating of the City's Social Health & Well-being webpage, and other promotional endeavours.

Assumes administrative responsibilities by:

- researching, preparing and presenting reports, draft policies and statistics related to the work;
- assisting in the preparation and monitoring of the annual budget;
- managing programs to ensure that they operate in accordance with defined budgets;
- ensuring that the City's policies and procedures are adhered to;
- preparing a broad range of documents and reports;
- responding to inquiries; and
- utilizing software applications related to the work.

QUALIFICATIONS:

Education: A university degree in a related discipline such as Community & Population Health, Community Development, Public Administration, or Urban Planning.

Experience: A minimum of two (2) years of related and demonstrated experience.

Knowledge & Skills: Considerable knowledge of community service delivery systems. Demonstrated ability to assess current service delivery in relation to trends, emerging need, best practices, comparator cities, demographics, as well as shifts in societal volunteerism. Demonstrated ability to identify and meet community needs, particularly those of underserved populations. Ability to build and maintain collaborative working relationships to facilitate action on shared goals. Exceptional ability to self-motivate, take initiative, and work independently, while functioning as part of team. Demonstrated knowledge and ability to work with complex social issues where progress is not always linear, predictable, or controllable. Demonstrated strong research skills. Discretion in handling confidential matters as well as diverse stakeholder viewpoints, with tact and diplomacy. The ability to design and deliver effective, professional presentations as well as the ability to effectively facilitate a diverse range of meetings, workshops, events, etc. Commitment to continuous improvement and innovation. Ability to act as an ambassador and represent the City in a professional manner. Demonstrated adaptability, flexibility, and the ability to respond to emerging priorities and opportunities. Ability to work within, and contribute to, a proactive team environment. Demonstrated judgment, problem solving and decision making abilities. Excellent organizational, time management and project management skills. The ability to work to deadlines and handle a significant workload. The ability to openly and respectfully communicate in both verbal and written form. Considerable knowledge and demonstrated competence in using software applications related to the position. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License:
Vehicle Usage:
Police Information Check:

Yes. Class 5 Full Privilege
Yes. As per the Transportation Policy.
Yes. As a condition of employment, the incumbent must have a clear Police Information Check for offences related to the position.

Prepared by: C Bone
Date prepared: August 2021
Revised by: C. Bone
Date revised: October 2021