

**Community Links  
Position Description  
Regional Coordinator-Cape Breton  
August 2011**

**Position:** Community Links – Regional Coordinator –Cape Breton

**Type:** Three and a half days a week

**Responsible To:** Executive Director, Community Links

---

**Position Scope General:** To support and facilitate the work of Community Links aimed at the implementation of the strategic plan and to coordinate the work of Ageing Well Together Coalitions as they exist in the region. In some cases the work will be done in conjunction with the coalitions and in other cases other partnerships and processes will be needed.

**Job Responsibilities:**

The staff person will be responsible to: (2011 – 2012)

**Region Specific:**

- ✚ To work with the Executive Director, the coalition and with other regional partners to identify areas for action within the Strategic Plan that will help move priorities ahead at the regional level.
- ✚ To facilitate networking processes in Cape Breton that help move the CL strategic priorities forward.
- ✚ Provide logistical and motivational support to Ageing Well Coalitions in CBRM in carrying out its annual plan.
  - Work with the coalition as it moves to a new model of operation.
  - Provide support to other falls prevention and ageing well initiatives in Cape Breton in conjunction with the CBRM coalition or other partners.
  - Ensure the appropriate parts of the Community Links work-plan for 2011-2012 are carried out. (see attached).
  - Provide tool kit training and other training and presentations as requested.
  - Liaise with Executive Director of Community Links and other regional staff.
  - Provide monthly written reports to the Executive Director on the work in the region, including copies of coalition minutes.
  - Ensure that coalition logs are maintained.
  - Coordinate the regional implementation of projects such as the Mobility Workshops.

**Provincial Specific:** These areas will be shared among regional staff based on know skills; interest; availability and geographic closeness. *(This section to be modified based on who is hired and assigned items will be allocated at a staff planning session in late August ).*

- Assist with planning and facilitating staff meetings and planning sessions. (all)

- Compilation of provincial statistics and production of the compilation report. (Assigned)
- Compilation and presentation of reports on behalf of all regions for board meeting and AGM's. (All will take turns)
- Participate in staff meetings and planning sessions.(All)
- Participate in planning and running of province wide training sessions/conferences for coalition members. (All)
- Participate in training on the compilation of provincial statistics and production of the compilation report. ( All)
- Represent Community Links on the District Health Authority Network on Falls Prevention. (Assigned)
- Representation on provincial committees that are involved with Safe Communities and promotion of activity for seniors. (Assigned)
- Serve on Community Links Internal Committees (e.g. Communications) as appropriate. (Assigned)
- Help with the development of written materials; newsletters; e-bulletins etc. (All)
- Represent the Executive Director of Community Links at events when needed. (All).
- Develop and submit funding proposals – in consultation with the Executive Director - for joint projects across the province or for regionally based project. (All)
- Ensure final reports are submitted on funded project which fall under her/his supervision. (All)
- To work on Provincial Projects such as Falls Prevention Week. (All)
- Work together to update Falls Prevention Materials as the need is identified. (All)

**Lines of Responsibility:** The staff person will report directly to the Executive Director of Community Links, who in turn reports to the Board of Community Links.

**Other:**

- Must be able to work flexible hours.
- Must have a home based office.
- Must have valid drivers license and be willing to travel.
- Must abide by the personnel policies of Community Links.
- A six month probationary period applies.
- Performance appraisal will be undertaken at end of the probationary period and within three months of annual anniversary of hiring.
- Length of contract is contingent on ongoing funding and will end when the funding ends.

**Benefits:**

- The salary for the position is \$37,000 for probationary period with potential to rise to \$37,500/ prorated for 3.5 days.
- Office support for home office
- Standard benefits (CPP,EI and WCB)

- Time off between Christmas and New Year.
- Vacation time – see personnel policy.
- Mileage paid at provincial government level.

---

Executive Director  
Community Links

Date: \_\_\_\_\_

---

Regional Coordinator

Date \_\_\_\_\_