



**Canadian Mental  
Health Association**  
Grey Bruce  
*Mental Health and Addiction Services*

At the CMHA Grey Bruce we cultivate hope, resilience and community for those who live with, and are impacted by, mental illness and/ or/ addiction. We are driven by our values of compassion, dignity, inclusivity, integrity and choice. We will create an inclusive community inspiring hope, choice and well-being for all.

We are currently recruiting for:

## **COMMUNITY DRUG & ALCOHOL STRATEGY COORDINATOR**

**PERMANENT PART TIME**

**1 position available**

<b>JOB ID:</b> 2025-12	<b>LOCATION:</b> Owen Sound or Southampton
<b>JOB TYPE:</b> Union	<b>DEADLINE TO APPLY:</b> April 8, 2025

Reporting to the Manager of Mental Health & Addictions, the Community Drug and Alcohol Strategy provides administration and partnership support to committees and working groups of the Drug Strategy. The Coordinator is employed by and sited with CMHA Grey Bruce Mental Health and Addiction Services). However, the Coordinator's primary accountability is to the Steering Committee of the Community Drug and Alcohol Strategy with functional supervision from management at CMHA. The Coordinator position is funded by grants from Grey County and Bruce County.

The Community Drug and Alcohol Strategy consists of representatives from various sectors and organizations that are impacted by and/or address substance use issues. The goal of the Strategy is to reduce substance related harms in Bruce and Grey Counties and in the Saugeen Ojibway Nation.

- Support the work of strategy-driven working groups through partner engagement, fundraising and capacity building.
- Develop and implement a coordinated communications strategy that effectively reaches target audiences.
- Provide oversight and management of the website and information sharing channels among partners.
- Work with partners to implement the 2025 – 2029 CDAS Strategic Plan
- Apply for funding and grants to support the work of the Strategy.
- Manage internal operations such as budgets and contact databases.
- Manage day-to-day operations to ensure the Drug Strategy is moving forward
- Implement the Governance Model as per the Terms of Reference
- Seek out funding and grant opportunities
- Facilitation and conflict resolution expertise
- A broad knowledge of partnership development strategies
- Communications and liaison between the partners
- Preparation of materials, along with financial and other pertinent reports
- Reports exclusively to the Steering Committee
- Develops and maintains partnerships with member organizations and community stakeholders, facilitates community meetings and events, and provides leadership in developing and implementing public relations and health promotion strategies.
- Provides coordination, facilitation, leadership and practical assistance in strategic planning and implementation
- Appraises changes in relevant regional, provincial and federal policies related to substance use, and its implications for the work of the Community Drug & Alcohol Strategy
- Collects, synthesizes and analyses data

- Drafts funding and research proposals, and
- Prepares reports and presentations for funders.
- Prepares reports and recommendations for consideration by the Community Drug & Alcohol Strategy and its stakeholders,
- Produces agendas, coordinates meeting materials, writes minutes and helping manage the records of the Community Drug & Alcohol Strategy and its Working Groups,
- Oversees and coordinates the workflow of the Community Drug & Alcohol Strategy and its Working Groups, and
- Co-chairs/facilitates meeting of Working Groups and other events.
- Develops a strategic communications plan in collaboration with member organizations and stakeholders, and
- Delivers relevant and compelling messaging through a variety of communication channels.
- Provides oversight and management of the website and information sharing channels
- Manages project budgets. Tracks budgeted and actual expenses.
- Manages contact database.

Hours of work are 22.50 per week. The normal workday is 8 hours, including a 30-minute unpaid lunch break. Some evening and weekend work will be required. Frequent travel within the Grey-Bruce catchment area.

### What we offer you

- A competitive hourly wage ranging between \$34.90 and \$38.51 (5 step grid)
- Vacation of 4 weeks to start, 5 weeks at 5 years, 6 weeks at 10 years
- Paid personal, floater and sick time
- Comprehensive benefits program & HOOPP pension
- In house training for First Aid/CPR, Mental Health First Aid, Safe Management, Applied Suicide Intervention Training
- Celebratory and camaraderie events
- A supportive and collaborative work environment

### What you will bring

- A university degree in a Social Sciences or related field
- minimum of three (3) years' work experience in addictions and mental health
- Experience in facilitation, health promotion, community development, and system planning
- Knowledge and experience related to addiction issues, services, and related research would be assets
- Excellent organizational ability, leadership skills and project management skills
- Demonstrated ability to work well with a broad cross-section of partners
- Experience in strategic planning, policy development, analysis and program evaluation
- Exceptional oral and written language skills, including proposal/report writing ability and public presentation skills
- Maturity, sound judgement, problem-solving and negotiation skills
- A good sense of humour, tolerance for ambiguity and the ability to work well under pressure
- Ability to work independently and within a team setting.
- A valid Canadian driver's license and the use of a reliable personal vehicle
- Minimum \$2,000,000 third party liability vehicle insurance
- A satisfactory police record check including vulnerable sector screening

### Ready to apply?

Interested applicants are invited to submit a cover letter & resume to: [recruiting@cmhagb.org](mailto:recruiting@cmhagb.org)

*CMHA Grey Bruce is an equal opportunity employer dedicated to fostering a welcoming and inclusive environment. We encourage applications from all individuals and offer accommodations upon request during the recruitment and selection process. All applications are kept confidential and used solely for hiring purposes. We do not use artificial intelligence in our hiring practices. While we appreciate the interest of all applicants, only those selected to interview are contacted. We strive to provide updates on candidacy status to employees and make an effort to respond to external inquiries as resources allow.*