
JOB DESCRIPTION

BUSINESS TITLE:	Program Coordinator, UBC Student Recovery Community
EMPLOYMENT GROUP:	Management & Professional (AAPS)
JOB FAMILY:	Research & Facilitation
VP/FACULTY:	VP Students
DEPARTMENT:	Student Health Services
SALARY:	\$29.13 per hour
HOURS:	21 hours per week (flexible schedule)
START DATE:	May 1st, 2021

JOB SUMMARY

Situated on the traditional, ancestral, and unceded territory of the hə́ŋqə́mihə́m-speaking xʷməθkʷəy̓əm (Musqueam people), the UBC Student Recovery Community (SRC) is a safe space for students with lived experience of addiction and recovery, or curious to explore their relationship with drugs, alcohol, and other types of addictive behaviour. The SRC supports and respects all pathways of recovery, from harm reduction to abstinence, and everything in between.

Students who experience addiction and recovery are subject to high levels of stigma (social, structural, and internalized), and have a strong desire and need to access a supportive environment within the campus culture in which they can utilize peer-to-peer support, mentoring from professionals with lived experience of recovery, and academic support.

UBC is uniquely positioned as the first university in Canada to provide this much needed system of support. Founded in 2019, the UBC SRC was established for and by students with lived experience of addiction and recovery. Evidence suggests that successful programming for this population is cultivated according to student-identified needs at each phase of development, with the most successful and lasting recovery programmes having been peer-driven and operated and supported by dedicated staff.

The SRC Program Coordinator is responsible for developing, coordinating and managing a formal university-based, peer-led student recovery community (SRC). The position will manage the day-to-day operations of the SRC, student events and activities, inquiries about the program, and strategies to promote the SRC to the university campus community. Activities include but are not limited to coordinating and hosting weekly programming opportunities for members; data collection and reporting on these and other program activities; membership development (recruitment); providing information about the SRC to campus partners and other stakeholders; connecting the SRC with other campus resources (departments, Instructors, other student organizations); and developing connections with community resources (referrals to community resources, i.e. treatment and counseling). The successful candidate will also participate in other projects and activities as appropriate and assigned such as serving as a staff mentor to SRC participants, developing and maintaining an up-to-date and informed referral system, and coordinating and participating in campus outreach. The position must work independently and within standard and acceptable boundaries for ethical and competent practice.

ORGANIZATIONAL STATUS

Reports to the SRC Program Manager. Assists in management of student and volunteer staff, and practicum students.

WORK PERFORMED

- Plans and facilitates non-clinical, peer-based services including individual peer support, facilitating peer-based recovery meetings, and conducting peer information sessions.
- Supports SRC participants' recovery through the use of motivational and supportive self-disclosure including the sharing of personal recovery experiences and strategies for attaining and maintaining wellness.
- Promotes empowerment, self-determination and independence through peer mentorship, emotional support and relationship/rapport building using recovery-oriented approaches.
- Encourages and assists SRC participants in exploration of skill building, community integration and the development of natural supports in their community utilizing non-judgmental, strength-based conversations and person-centered goal setting.
- Assists in maintaining a safe and supportive community through role modeling healthy boundaries and communication styles, self-care and wellbeing as related to recovery, and promoting an atmosphere of belonging and inclusion for students on all aspects of the substance use, addiction, and recovery spectrum.
- Operates from a participatory lens in which collaboration and input about program development are prioritized and leadership opportunities for and by students are recurrently welcome and available.
- Facilitates growth of the SRC through outreach, outreach design and marketing campaigns.
- Coordinates and participates in campus and community outreach and represents the SRC in official functions.
- Builds relationships and maintains clear and consistent communication with campus and community referral partners.
- Consults regularly with Program Manager, staff, students and volunteers and offers recommendations to Program Manager and UBC leadership for improvements to policies and procedures, program goals, and other areas as necessary and available.
- Assists with training and oversight of student leaders, student practicum placements, and student volunteers.
- Assists in drawing up activity reports to communicate progress of the program.
- Contributes to the investigation of potential funding sources and helps prepare grant applications, contracts, and other proposals as needed.
- Travels as required to attend meetings, trainings, and conferences
- Performs other related duties as required to meet the SRC's goals and timelines.

QUALIFICATIONS

- Undergraduate degree in social work, addiction studies, counselling, psychology, education, public health or equivalent.
- Minimum of three years recovery-related experience.
- Understands and champions an inclusive, low-barrier, multiple pathway approach to recovery.
- Commitment to serving the needs of a broadly diverse community and providing services from an intersectional and inclusive perspective.
- Demonstrated ability to provide support and resources that are responsive and sensitive to the needs of specific student populations including but not limited to Indigenous students, 2SLGBTQIA+ students, racialized students, students with (dis)abilities, students with mental health issues, and international students.
- Demonstrated ability to relate well and connect with post-secondary students.
- Ability to speak in front of small and large groups.
- Comfortable conducting groups, meetings, and individual sessions both virtually and in-person.
- Ability to independently organize workload.
- Computer proficiency including use of Word and Excel spreadsheets and similar applications.
- Effective interpersonal, oral and written communication, organization and problem-solving skills.

- Ability to maintain accuracy and attention to detail and to work effectively under pressure to meet deadlines.
- Ability to work both independently and within a team environment.
- Ability to exercise tact, discretion and diplomacy. Equivalent combination of relevant education and lived experience in recovery may be substituted as appropriate.

PREFERRED QUALIFICATIONS

- **Preference will be given to candidates with lived experience of addiction recovery** (minimum of three-years recovery related experience).
- Master's degree in social work or related field.
- Licensed or certified to conduct substance use assessments and counselling sessions (e.g. CACCF, RSW, RCC or similar).
- Experience working on post-secondary campus or in addiction/mental health setting providing services to emerging adults.
- Experience and knowledge in use of various social media formats.
- Experience coordinating fundraising programmes.
- Knowledge of statistical methods and database applications.

The successful candidate will be appointed for 12 months with the option to extend the appointment contingent upon successful evaluation. It is anticipated that this position will be temporarily virtual due to the current pandemic, and will then transition into a hybrid of working from UBC Vancouver Campus most of the time, with some virtual/remote components continuing post-pandemic. The expected start date is May 1, 2021.

An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, ability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Apply now! Submit resume and cover letter to Sara Fudjack – sara.fudjack@ubc.ca

Only short-listed applicants will be contacted for this posting.