

Appendix 1.1

Local CHAP Coordinator Job Description

The Local CHAP Coordinator works with the Local Lead Organization and the Regional Manager to facilitate the successful operation of CHAP.

Key Responsibilities

- Assist in the day-to-day operations of CHAP within the community.
- Assist in mobilizing the community to actively participate in CHAP.
- Assist in the development of a Communications Plan tailored to the community's needs and resources.
- Aware of local resources for healthy living; smoke-free living, healthy eating and physical activity, and actively promote them to CHAP participants.
- Understand the gaps that may exist in resources for healthy living.
- Recruit, retain and coordinate the participation of all local physicians and pharmacies and volunteer peer health educators.
- Assist in the development and delivery of information sessions and learning sessions for physicians, pharmacists, volunteer peer health educators and other key partners.
- Recruit community members to participate in the CHAP sessions.
- Advise and guide the community health nurse on training and monitoring of volunteer peer health educators.
- Initiate, plan and develop a quality volunteer program.
- Recruit, select and oversee training of volunteer peer health educators.
- Deliver on-going volunteer appreciation to volunteer peer health educators.
- Provide support to volunteer peer health educators to run the CHAP sessions.
- Schedule and coordinate the CHAP sessions.
- Ensure that Risk Profile Recording Forms are forwarded on to Clinforma.
- Communicate with the Local Lead Organization on CHAP's progress.
- Oversee the data management of CHAP sessions through the forwarding of the Risk Profile Recording Forms to identified physicians and pharmacists.
- Prepare CHAP reports as required.

Qualifications

- Health Promotion background or an understanding of the health system an asset
- Demonstrated experience in Volunteer Management
- Demonstrated organizational, communication and interpersonal skills
- Demonstrated understanding of the local community and its Leaders an asset.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint) and website applications
- Drivers license and reliable vehicle required
- English, French and/or other language dependent on the area served