

CAREER OPPORTUNITY

Job Title: Cambridge Multi-Agency Community Space (MACS) Manager
Job Type: FT (35 hrs/wk)
Reports To: MACS Manager

PURPOSE:

This contract position is responsible for site and staff management for the MACS Drop in Program, located at 150 Main St. in Cambridge. Partner agencies include ACCKWA, The Cambridge Self Help Food Bank, Lutherwood Housing Services, Langs, Stonehenge, Canadian Mental Health Association, Sanguen Health Center and the Region of Waterloo. The MACS Manager and MACS Administrator are primary contacts for partnering agencies and the Region with regards to the Drop In Program. They are responsible for communications regarding site administration, relevant emerging issues and communications for the coordination of service delivery at the site. They are also responsible for the expansion of onsite services to include additional primary care, HIV / infectious disease care and hepatitis C clinical and social services and community services supports.

The MACS Manager provides practical guidance to the multi-agency team onsite and is responsible for enforcing any site-specific guidelines. They provide support to the MACS Administrator and team to help work through emerging issues and the complexities experienced daily in the space.

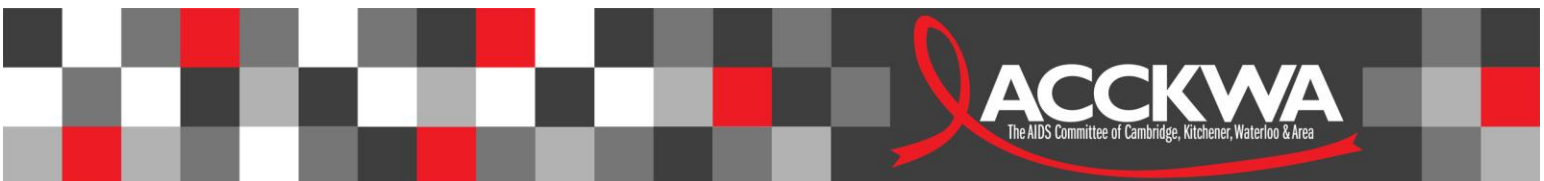
The MACS Manager facilitates harm reduction approaches and frameworks when working with partners and service users. They will work with all partners to coordinate and implement programs and services. The Manager will address emerging needs by gathering feedback and facilitating active multi-agency engagement and decision making processes to support implementation of new services.

ACCKWA is an AIDS Service Organization with a 30 + year history of responding to the changing needs of diverse communities within Waterloo Region. These communities include individuals infected, affected and at risk for HIV/AIDS, hepatitis C, other sexually transmitted and blood-borne infections, and those impacted by the opioid overdose epidemic. ACCKWA provides prevention, education, advocacy and support programs and services. The successful candidate will have experience working from anti-racist, anti-colonial and anti-oppressive approach in a social services environment. Other preferred skills include the ability to collaborate effectively with people with a wide of range of experiences and challenges and to demonstrate mastery of the principles of adult education and program coordination, adaptability, attention to detail, and self-motivation. Learn More: www.acckwa.com/careers www.acckwa.com/publications/

PRIMARY RESPONSIBILITIES

MACS Site Coordination

- Development of an annual workplan with a timeline and goals derived from agency and funder strategic and operational objectives.
- Maintain partnership agreements with Region of Waterloo and community partner agencies working from the 150 Main Street Cambridge site.
- Facilitate the coordination of multiple ACCKWA programs, relevant clinics, and partner agency clinics, programs and services at the 150 Main Cambridge site.
- Expansion of MACS service hours from current Drop In-focused activities 5 days a week from 1 pm to 4 pm, to 5 full days a week, inclusive of a broader array of services taking place in the mornings
- Provides supervision to the MACS Administrator



Community Development and Program Delivery

- Development of community relationships with MACS partner agencies and service users to enhance our community development and service capacity in Cambridge
- Application of critical incident debrief and team meeting skills to collaboratively problem solve and address issues at the Drop In
- Creation and implementation of a communication plan inclusive of regional partners and partner agency managers
- Support resource development and event planning taking place at the drop in

Capacity Building and Support

- Represent ACCKWA and MACS partners through participation in working groups, community meetings and events
- Advocates for community needs where appropriate
- Other duties as assigned

Education, Outreach and Volunteer Management

- Supports orientation and cross-training for MACS team partners where appropriate

Administration

- Manages regular inter-agency Cambridge Drop-In meetings
- Preparation of funding reports when required
- Attends all ACCKWA staff and department meetings
- Reports monthly statistics on Cambridge Drop-In and other program activities
- Manage the budget within each project task area to ensure that resources are utilized as budgeted.

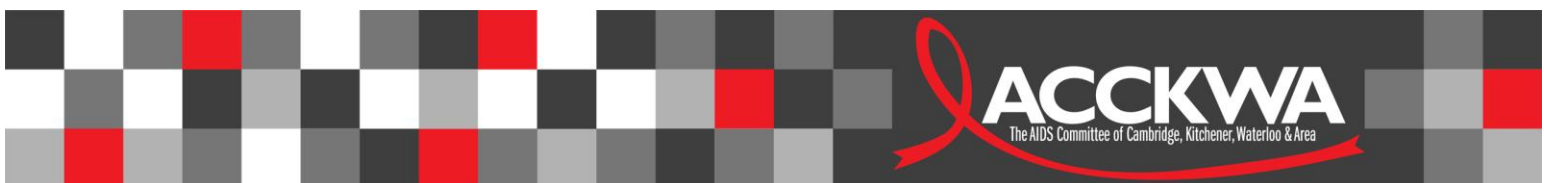
PHYSICAL DEMANDS/CONDITIONS

This position requires the ability to perform the following tasks:

- Walking – moving about on foot while carrying an object
- Lifting – raising or lowering an object weighing between 5 and 13 kg
- Carrying – transporting an object in the hands, arms or on the shoulder
- Stopping – bending downward and forward to reach an object
- Pushing – placing objects on shelving

QUALIFICATIONS

- Bachelor's degree or equivalent experience in social work, social/human services, community development, or adult education preferred
- Substantial (> 4 years) community development, outreach or social services program delivery experience
- Strong presentation abilities, motivational interviewing and group facilitation skills



- Excellent knowledge of harm reduction, HIV/AIDS, Hepatitis C, substance use and the social determinants of health
- Excellent written communication skills
- Strong organizational/administrative and team skills and an ability to function well under pressure
- Comfortable working with people of all backgrounds (i.e. sexual orientation, ethno culturally diverse populations, individuals living with addictions and/or mental health challenges)
- Ability to speak openly and frankly about substance use, sexuality in a sex-positive, non-judgmental manner
- Proficiency in Microsoft Office, and presentation software
- Excellent prioritization skills
- Flexibility to work occasional evenings
- Must have a valid G Class driver's license and access to a reliable vehicle

How to Apply

Application deadline is March 18th at 5 pm. Please send your electronic resume and cover letter to Ruth Cameron, Executive Director at director@acckwa.com . Please add "Job Posting - ACCKWA MACS Manager" to **the subject line**. No phone calls, please. Qualified individuals being considered will be contacted for an interview.

ACCKWA is committed to employment equity and encourages applications from all qualified candidates including individuals who may identify as peers, including people living with HIV and hepatitis C, 2SLGBTQ-identified persons, persons with disabilities, First Nations, Inuit and Métis individuals, and members of Black and other racialized communities.

Additional languages are considered an asset.

