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## Job Posting

### Harm Reduction Response Coordinator

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#### **About SERDC:**

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

#### **What we offer:**

- Comprehensive benefits package
- Pension
- Support work-life balance, including personal days, cultural leave, sick time, and a minimum of three weeks' vacation

#### **Conditions of Employment:**

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

Salary commensurate with experience.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

**Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.**

**\*Reasonable accommodation is available upon the applicant's request. \***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

**Closing Date:** all applications must be received by **February 2<sup>nd</sup>, 2026, at 4:00PM**

**How to Apply:** Apply on our website and specify the position of interest <https://serdc.mb.ca/careers>.

<b>Job Title</b>	<b>Harm Reduction Response Coordinator</b>
<b>Reports To</b>	Tribal Nursing Officer
<b>Division</b>	Health Clinical
<b>Department</b>	Public Health
<b>Program</b>	Harm Reduction
<b>Review Date</b>	December 11, 2025

### Job Purpose

Under the supervision of the Tribal Nursing Officer, the Harm Reduction Response Coordinator will carry out the duties and activities in partnership with the Harm Reduction team from a culturally strength-based approach. The elements of care include project service planning, coordination, liaison, and community engagement; they will also provide ongoing project monitoring, assessments of needs.

The Harm Reduction Response Coordinator will provide direction to the program team (Tribal Health Educator/s in Harm Reduction) in and out of community, while engaging and encouraging participation and growth of Harm Reduction practices, education/awareness, prevention and intervention.

### Duties and Responsibilities

#### 1. Program Oversight and Management

- Guides and ensures effective and appropriate daily activities and services in the provision of all Harm Reduction programs and services.
- Manages harm reduction operations within available budget, resources, and provides variance reporting accordingly.
- Implements and revises operational plans to achieve objectives.
- Provides coordination support to the Tribal Health Educator – Harm Reduction, in daily operations, new program development, and partnership engagement.
- Assures service quality to provide safe and effective service to clients and meet appropriate levels of client experience.
- Liaises and works effectively with a wide variety of external stakeholders including funders, community agencies, associations, and other community health centres.

#### 2. Program Development and Evaluation

- Develops, implements, and evaluates strategies and Harm Reduction projects to meet client needs and meet obligations of applicable funders.

- Ensures development projects are based on client need, fit within available resources, and are planned collaboratively with other internal partners.

**3. Leadership**

- Develops, implements, and evaluates strategies and Harm Reduction projects to meet client needs and meet obligations of applicable funders.
- Participate in the development and implementation of a responsive health human resources strategy to meet client needs.
- Effectively motivate the team to ensure high performance, teamwork, and collaborative relationships within an interdisciplinary framework.

**4. Other related duties as assigned.**

**Qualifications/Skills**

**Education**

- University degree in a relevant discipline or undergraduate university degree with recognized equivalent work experience.

**Knowledge, Skills and Experience**

**Essential:**

- Five (5) to seven (7) years of progressive coordination/management experience in program/project coordination. Capacity, preferably in a harm-reduction based, community setting.
- Significant experience with Harm Reduction principles and working with people who use drugs, racialized populations, Indigenous peoples, young people, people who engage in sex work, people who are or who have been incarcerated, people with mental health issues, and people who have experienced trauma.
- Advanced knowledge and appreciation of the social, economic, environmental, and cultural issues impacting on access to services in diverse communities.
- Commitment to anti-oppression, cultural awareness, and responsiveness in working across diverse populations.
- Passionate about harm reduction and overdose prevention.
- Demonstrated excellent leadership capabilities.
- Highly effective interpersonal and communication skills.
- Well-developed analytical and evaluative or research abilities.
- Demonstrated experience in crisis response, de-escalation, emergency response and first aid/CPR.
- Highly flexible, consistently positive, and team-oriented outlook.

**DESIRED:**

Ability to speak Ojibwe

## **Working Conditions**

- Standard office hours with occasional flexibility required for meetings or events.
- This role will require occasional travel between different office locations via various modes of transportation (such as air, land, etc.) with occasional overnight stays in SERDC communities.
- The role may involve a high level of stress while fulfilling the responsibilities associated with the position.

## **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to move within the office to attend meetings, retrieve documents, and assist employees.
- Occasionally required to lift and carry materials weighing up to 50 pounds (e.g., files, documents, or office supplies).
- Manual dexterity for typing, using office equipment, and filing.