

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: SWEL 1 - Harm Reduction Centre Volunteer Co-ordinator

DEPARTMENT NAME: Student Wellness

CONTACT NAME: Dawn Schell Manager, Mental Health Outreach & Training

JOB DESCRIPTION:

The Harm Reduction Centre (HRC) is a joint initiative of UVSS and the Student Wellness Centre that provides harm reduction education, safer substance use supplies and safer sex supplies with the aim of informing students to make risk-aware choices.

Responsibilities:

- Volunteer recruitment for HRC
- Organize and plan volunteer training for HRC
- Volunteer scheduling
- Volunteer communications (questions, training, scheduling, etc.)
- Managing HRC supplies (replenishing stock, ordering new supplies depending on need)
- Co-ordinate Naloxone training on campus 1-2x/month
- Connect and collaborate with UVic Student groups as appropriate: UVSS, GSS, Peer Support Centre, GEM, Pride, SOCC, SSD, HARD Law, etc.
- Organize two education events during the academic year either with volunteers or in collaboration with Student Wellness or UVic Student groups
- HRC promotion (in collaboration with UVSS and Student Wellness)
- Connect with community harm reduction services
- Quality control and ongoing improvements of the HRC
- Review and revise any relevant HRC policies and procedures
- Collect and analyze data on usage
- Write and present a brief summary report for UVic Student Wellness
- Promotion of the program
- Other duties as required

QUALIFICATIONS:

- Strong interpersonal skills
- Sensitivity to and awareness of harm reduction principles and the needs of a diverse student body
- Passion for health and wellness
- Empathy and compassion
- Strong organizational skills

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

- Ability to work independently and collaboratively
- Reliability, accountability, and professionalism
- Superior communication skills. Communication must be clear and prompt, demonstrating tact and integrity at all times.
- Experience working with confidentiality, privacy and consent preferred

JOB LOCATION ON-CAMPUS: Student Wellness Centre

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP:

If the successful candidate is a graduate student, dept. is to top up hourly pay to make it comparable to graduate student hourly pay, depending on dept. funding availability.

HOURS AVAILABLE: 57

HOW TO APPLY: Send cover letter and resume to dmschell@uvic.ca