



**University Students' Council of the University of Western Ontario**  
*Position Description*  
**HEALTH & WELLNESS SUPPORT SERVICE COORDINATOR**

**EFFECTIVE:** February 20, 2015

**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: HEALTH & WELLNESS SUPPORT SERVICE COORDINATOR**

**2.00 POSITION OVERVIEW:**

- (1) The Health & Wellness Support Service Coordinator educates students on health and safety issues, advocates for wellness services and enhances the efforts of the University community to support students' pursuit of healthy-lifestyles.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Select and supervise the Health and Wellness Support Service Core Team.
  - i. Chair all meetings of the Health and Wellness Support Service Core Team.
- (2) Maintain regular, scheduled office hours in the Peer Support Centre.
- (3) Develop, publicize and organize a schedule of Health and Wellness Support Service programs.
- (4) Organize public awareness initiatives that work to decrease stigma associated with health issues which affect students.
- (5) Design and implement at least one promotional campaigns related to Health and Wellness Support Service per semester.
- (6) Develop and maintain content for the Health and Wellness Support Service on any appropriate USC affiliated web pages.
- (7) Work in conjunction with the other USC Support Services on Health and Wellness Support Service events, where possible.
- (8) Maintain and distribute a Resource Guide on campus.
- (9) Oversee and submit the Health and Wellness Support Service budget to the Vice President Internal prior to each event.
- (10) Conduct one research project throughout the year that addresses an issue or area of improvement that is of interest to the Coordinator that will provide student



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feedback and professional research to the USC within the Coordinators relevant area. Upon completion, the Coordinator will both use the acquired research to advocate to relevant parties on behalf of student interests as well as provide a research summary and brief to the Vice President Internal.

- (11) This research project will consist of a combination of both issue identification and policy research.
  - i. Issue identification can be described as primary or secondary research conducted to better understand what students are currently discussing.
  - ii. Policy research is the process of gathering information about a topic identified during the issue identification process to advance student interest in this area.
- (12) Adhere to USC bylaws, policies and procedures.
- (13) Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

**4.00 QUALIFICATIONS:**

- (1) **Interpersonal Communication:** The Health & Wellness Support Service Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- (2) **Project Management:** The Health & Wellness Support Service Coordinator will act as project manager for all the projects incumbent upon the Core Team to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Health & Wellness Support Service Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Group Facilitation:** In leading the Core Team, the Health & Wellness Support Service Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.



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(4) Research: Strong research and written communication skills is an asset.

**5.00 TIME COMMITMENT:**

5.01 This position requires varying time commitments.

(1) April to August: 2 – 3 hours per week

(2) September to March: 7 – 10 hours per week

(3) The expected time commitment in the week leading up to an event and the week of an event will be 10 – 15 hours per week.

(4) The Health & Wellness Support Service Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

**6.00 TRAINING/SUPPORT:**

(1) The Health & Wellness Support Service Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Internal and the USC Volunteer Resources Department.

(2) The Health & Wellness Support Service Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

(3) Throughout their term, the Health & Wellness Support Service Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Resources Department.

(4) The Health and Wellness Coordinator will be provided advocacy training facilitated by the USC Government Services Branch.

**7.00 LEARNING OUTCOMES:**

(1) The Health & Wellness Support Service Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.

(2) The Health & Wellness Support Service Coordinator will develop project planning and event management skills.



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**8.00 COMMUNITY IMPACT:**

- (1) The Health and Wellness Support Service aims to improve the health and quality of life of all undergraduate students at Western. It aims to provide services and education on issues surrounding mental health, social health, campus safety, healthy lifestyles and alcohol and substance abuse prevention.
- (2) The Health & Wellness Support Service Coordinator will work to foster a strong sense of involvement and shared participation among Core Team members in all portfolio endeavours.

**9.00 EVALUATION:**

- (1) The Health & Wellness Support Service Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
  - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
  - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

**10.00 COMPENSATION**

- (1) The Health & Wellness Support Service Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Health & Wellness Support Service Coordinator must:
  - i. Remain within the position until January 1<sup>st</sup> in the relevant academic year;
  - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
  - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.



- (3) In order to receive the second honourarium payment, the Health & Wellness Support Service Coordinator must:
- i. Remain within the position until April 30<sup>th</sup> in the relevant academic year;
  - ii. Submit an final report to the primary supervisor by the end of the fall term; and,
  - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

**11.00 SUPERVISION:**

- (1) Primary supervision: Vice-President Internal
- (2) Secondary support: Coordinator, Volunteer Resources and Manager, Volunteer Resources