



## INTERNAL/EXTERNAL JOB POSTING: GAY MEN'S GROUP PROGRAMS COORDINATOR

**POSTING DATE:** Thursday, July 22, 2021  
**CLOSING DATE:** Thursday, August 05, 2021, at 5:00 pm  
**STATUS:** Part-time, Permanent (15 hours/week)  
Bargaining Unit Position, Category 1- Step 1  
Annual Salary: \$50,278 - \$51,459  
Comprehensive Benefits Package which includes health, dental, vision, prescription drugs, pension and three weeks paid vacation in your first year of employment

### **JOB DESCRIPTION**

Using a range of evidence-based theories and best practices, the Gay Men's Group Programs Coordinator will develop and deliver group-based interventions for a diverse group of cis and trans gay, bi and queer guys, other men who have sex with men, and Two-Spirit people (GBQT2S) that respond to mental health and substance use issues. Specific duties and responsibilities will also include, but are not limited to the following and may be subject to change:

### **RESPONSIBILITIES**

#### **Program Coordination**

- Researches, develops, and implements peer-based models of group counselling interventions utilizing counselling modalities such as Cognitive Behavioural Therapy (CBT), Narrative Therapy, Motivational Interviewing (MI), mindfulness, and psychoeducation
- Promotes programs to agencies and locations that serve GBQT2S communities, including but not limited to HIV service organizations, harm reduction programs, community health centres and clinics, HIV testing sites, mental health service providers, social groups and other agencies that serve GBQT2S communities
- Conducts intakes to ensure potential service users meet program eligibility requirements
- Evaluates group-based intervention to ensure that needs are met, and modifies programming as needed
- Responds to service user requests for group programming
- Provides referrals to programs and services, both internal and external

- Builds and maintains solid working and supportive relationships with service users, volunteers, external agencies, and other ACT staff
- Evaluates program to ensure that needs are met, and modifies programming as needed

### **Volunteer Management**

- Supports the Program Developer in creating volunteer group co-facilitator role descriptions, in consultation with the Volunteer Resources Coordinator and program supervisor
- Cultivates, identifies, and develops volunteer placement opportunities and develops a recruitment plan with the Program Developer and Volunteer Resources Coordinator
- Develops, delivers, and evaluates volunteer orientation and training programs, in consultation with other ACT staff and program supervisor
- Schedules and assigns work duties for volunteers
- Supports the Program Developer with regular peer support sessions for program volunteers

### **Administration & General Duties**

- Maintains information on volunteers, service users and services that are provided
- Maintain ethical standards of case noting individual and group sessions
- Supports the Program Developer in creating program manuals and modifying program manuals, as needed
- Prepares statistical and program reports, including a final project report that documents the interventions and the evaluation of the interventions (both process and outcome evaluation)
- In addition to compliance with all organizational policies and procedures, the incumbent is also expected to behave ethically, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships.

### **Qualifications**

- Relevant post-secondary education (social work, mental health, community development, etc.) or equivalent experience in a related field
- Demonstrated experience and knowledge of health issues that impact GBQ2S communities and an understanding of the ways that other intersecting identities shape lived experiences (e.g., race, age, gender identity, gender expression, ability/disability, socio-economic status, immigration status, etc.)
- Minimum of 2 years of related work and/or volunteer experience within the community health and social services sector, or allied field(s)
- Demonstrated experience developing and facilitating group-based programs
- Demonstrated experience with practices and philosophies of models used for group facilitation, training, and supervision
- Understanding of counselling modalities such as Cognitive Behavioural Therapy (CBT), Narrative Therapy, mindfulness, and psychoeducation
- Strong interpersonal, communication and organizational skills
- Proven ability to initiate and foster partnerships

- Experience supporting a team of volunteers
- Ability to work both independently and as a team member
- Computer literate with Microsoft Office (including Outlook)

In addition to compliance with all organizational policies and procedures, the incumbent is also expected to work in a manner that aligns with ACT's values, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships.

## **APPLICATION PROCESS**

Please forward a current resume, with covering letter detailing how your qualifications match this opportunity, to the address noted below:

Careers  
ACT  
543 Yonge Street, 4<sup>th</sup> Floor, Toronto, ON M4Y 1Y5  
Email: [careers@actoronto.org](mailto:careers@actoronto.org)  
Fax: 416.340.8224

Please visit our website for more information: [www.actoronto.org](http://www.actoronto.org).

We thank all candidates for their interest in the work of ACT; but only candidates selected for an interview are contacted. No telephone or walk-in inquiries please. All applications are considered confidential.

***ACT is committed to employment equity and fair and accessible employment practices. ACT encourages people living with HIV/AIDS, visible members of the BIPOC community, people from the communities most affected by HIV/AIDS and persons with culturally diverse backgrounds to apply and self-identify. Accommodations will be provided for job applicants with disabilities, where needed and upon request, to support their participation in all aspects of the recruitment process. ACT is committed to and adheres to the principles of the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).***