



## INTERNAL/EXTERNAL JOB POSTING

### **Women's Support Coordinator**

Two (2) Year Contract- 30 hours per week

Bargaining Unit/ Salary- \$49,614-\$50,863 (Cat 3)

#### **WHO WE ARE**

ACT works to reduce new HIV infections in Toronto and promotes the independence, dignity, health and well-being of people living with HIV and AIDS and those at increased risk of HIV.

ACT does this through a variety of programs and services for women, young people and gay, bi, queer men including one-on-one counselling, psychosocial and social support groups, and harm reduction and outreach services, both online and in community. ACT produces sexual health information campaigns to help priority populations make informed choices about their sexual and mental health, and offers a one-of-a-kind employment services program for people living with HIV and 2SLGBTQ+ people on ODSP income supports. ACT serves all in the community who are living with or concerned about HIV, with 50% of people accessing services from BIPOC communities and other communities of colour.

#### **WHY WORK WITH US?**

All staff have access to:

- Employee Assistance Program
- Training and development opportunities
- Opportunities to participate in various committees that allow for learning and collaboration across the organization
- Organizational commitment to work-life balance
- Opportunity to contribute meaningfully towards improving the sexual, mental and emotional health of people living with HIV and those at increased risk in our community

#### **ABOUT THE OPPORTUNITY**

We are currently looking for a **contract Women's Support Coordinator** to join our team!

## JOB SUMMARY

This position supports the other Women's Support Coordinator to develop, implement, and evaluate social support and health promotion programs and services for HIV-positive women (including trans, cis, femme and Two -Spirited folks) participating in the Women's Support program.

Specific duties and responsibilities will include developing, implementing, and evaluating a peer training program that aims to provide women living with HIV opportunities to utilize their lived experience and expand their skills in community health promotion with the goals of securing new employment goals, or academic opportunities. Specific duties and responsibilities will include, but are not limited to the following and may be subject to change:

## RESPONSIBILITIES

### **Community Development**

- Identifies emerging issues and needs with respect to support and health promotion programming for women living with HIV or AIDS.
- Responds to inquiries regarding needs/services of HIV-positive women, providing information, referrals and connections to programs and services at ACT and elsewhere.
- Consults with other HIV and social service organizations regarding program and service needs of HIV-positive women.
- Represents ACT, as required, at local, provincial, and other forums/networks.

### **Program Development and Coordination**

- Works collaborative with the other Women's Support Coordinator to develop and implement diverse support and health programming for diverse groups of women living with HIV, including (but not limited to) Women's Coffee Night, Women's Zone programs, and other women-specific educational, social, support and group-based programming at ACT.
- Works closely with other ACT staff and community partners to share information and trends about issues affecting women living with HIV.
- Ensures that programs and services are regularly evaluated and modified to respond to emerging needs.

### **Peer Skills Building Program: Development & Implementation**

- Leads in the development and delivery of a peer-based skills-building project for women living with HIV that will increase their capacity to find employment/other opportunities within the HIV and social service sectors.
- Develop a dynamic series of 12 workshops per year on a range of topics most relevant to women living with HIV seeking opportunities in the social services sector.
- Recruit participants and a series of speakers/educators to participate in the workshops.
- Provide support and mentorship to women in the program, exploring facilitators and barriers to meaningful engagement in the program.
- Keep track of program attendance and engagement.

- Develop and lead a program Steering Committee with program manager, the project funder (ViiV), and colleagues to steer the workshop series.
- In collaboration with ACT's Manager of Monitoring and Evaluation, work with a Peer Evaluator for the project regarding program evaluation and the participatory research aspect of this project.

### **Administration & General Duties**

- 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.
- Provides input into the development of an annual work plan.
- Gathers and reports program related statistics in relevant databases.
- Monitor program budget (ie. honorarium, childcare, TTC expenses, reports, etc.).
- Demonstrates effectiveness in working in a collaborative environment and demonstrates confidence in decision-making and in building relationships.
- Participates on internal teams and committees to communicate information, resolve problems, and achieve the goals of the organization.
- Other related duties as assigned by the Director.

### **QUALIFICATIONS**

- Post-secondary education with at least 1 year of professional experience and/or equivalent lived-experience relevant to the position.
- Extensive knowledge of the complexity of issues relating to women and HIV.
- Excellent communications skills in English (verbal, written and visual).
- Experience with program development and public speaking.
- Excellent service-user support and interpersonal skills.
- Experience working within a peer-based support model.
- Experience fostering working relationships with key partners who have diverse interests in program participants.
- Excellent time management skills and the ability to multi-task.
- Experience supervising and managing volunteers and/or peers.
- Sound computer skills including Microsoft Office, databases, and internet programs.
- Ability to use discretion, judgment, and tact in handling sensitive or confidential information or situations.
- Ability to work both as an individual and as a team member.
- Must be willing to work within the ACT office and work flexible hours including evening and weekend work.
- Demonstrated experience of working within anti-racist and anti-oppressive frameworks and actively engaging in ongoing learning about these frameworks.

## JOIN US!

### Two step application process:

**Step 1) Send your cover letter and resume to: [careers@actoronto.org](mailto:careers@actoronto.org)**

Please include the job title in the subject line

**Step 2) Complete the following Equity Questionnaire: [ACT Equity Questionnaire](#)**

As part of ACT's Equity Hiring Strategy, we are committed to advancing employment equity and reducing barriers to employment for equity deserving groups. We are looking for qualified candidates from any of the following under-represented groups:

- Racialized Persons/Visible Minorities
- Indigenous Persons
- Persons living with Disabilities (this includes individuals living with HIV and AIDS)

**The deadline date to apply is February 10, 2023**

ACT thanks all applicants for their interest, however only candidates selected to participate in the recruitment process will be contacted.

### ACTS COMMITMENT TO EQUITY AND ACCESSIBILITY

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).*

To learn more about us, please visit our website at: [www.actoronto.org](http://www.actoronto.org)