



## **INTERNAL/EXTERNAL JOB POSTING: POSITIVE YOUTH OUTREACH (PYO) PROGRAM COORDINATOR**

**POSTING DATE:** Thursday April 4, 2019  
**CLOSING DATE:** Wednesday April 17, 2019 at 5:00pm  
**STATUS:** Full time, Permanent (37.5 hours per week)  
Bargaining Unit, Category 1 (\$50,278 to \$51,459)

### **JOB DESCRIPTION**

**Develops and delivers a variety of program activities and services to meet the needs of young people living with and affected by HIV in Toronto. Provides outreach and program promotion to young people living with and affected by HIV and other STIs to the community organizations that serve them. PYO serves as a gateway for young people living with HIV to provide connections to other services at ACT as well as external community supports. Specific duties and responsibilities will also include, but are not limited to the following and may be subject to change:**

### **OUTREACH & COMMUNITY DEVELOPMENT**

- Conducts outreach and program promotion to young people living with, affected by and at-risk for HIV, and to the community organizations that serve them.
- Identifies and develops partnership opportunities with agencies, venues, clubs and businesses in order to provide better services for HIV-positive young people in Toronto.
- Identifies emerging issues and needs in support services for young people living with HIV in Toronto.
- Responds to enquiries regarding services and needs of young people living with HIV, providing consultation, education and workshop provision to other HIV/social service organizations in Toronto.
- Coordinates program resource development and distribution, including condom inserts, brochures, flyers, promo cards, advertisements, and through use of social media.
- Actively participates in the PYO Program Advisory Committee and other networks and coalitions as appropriate and as approved by management.
- Represents ACT on issues affecting young people living with HIV at local, provincial and national forums as appropriate.
- Participates on internal teams and external committees to communicate information, resolve challenges and achieve the goals of the organization.
- Maintains the OurSexLife.ca website in collaboration with ACT's Communications Coordinator to develop and delivery sexual health and harm reduction messaging.

### **PROGRAM COORDINATION**

- Coordinates ongoing programming including community and online outreach, service user support consultations, occasional workshops, and weekly drop-in and

discussion groups to empower young people living with HIV. The drop-in sessions provide a meal program to young people and transportation support to access programming when resources are available.

- Provides service user intakes and assessments, connections to internal ACT support services, external referrals, and other peer support services as appropriate.
- Responds appropriately to inquiries about sexual health and harm reduction information, PYO programs, community services, and issues related to young people living with HIV from potential service users, service providers, and the general public.
- Maintains regular PYO office hours to provide one-on-one information, assessment, referral, and peer support to youth living with HIV.
- Develops and delivers occasional workshops, social outings and other activities for young people living with HIV.
- Coordinates and promotes leadership capacity building and training opportunities for PYO program participants.
- Role model's leadership, resilience, communication skills, and community engagement to inspire and motivate PYO clients.
- Coordinates 2 eight-week psycho-educational group sessions of the Poz Allies Support Group for HIV-negative friends, family, lovers, and allies of HIV-positive young people.
- Coordinates the maintenance and development of sexual health and harm reduction information as well as relevant emerging issues using online social media platforms, specifically Facebook, Instagram and Grindr.

## **VOLUNTEER MANAGEMENT**

- Determines volunteer requirements and opportunities for the delivery of PYO programs and services and the development of leadership skills among HIV-positive young people.
- Working in collaboration with the Volunteer Resources Coordinator, coordinates the recruitment, training and recognition of volunteers.
- Collaborates with other ACT staff, volunteers and external HIV/AIDS service organization (ASO) staff and other community agencies in the development and delivery of volunteer training sessions and leadership development opportunities for young people.
- Coordinates the supervision of volunteers and student interns providing skills development, motivation, and performance feedback.
- Maintains volunteer records, database tracking, and supervision history on Volgistics.

## **ADMINISTRATION**

- Maintains, develops, and writes an annual work plan and budget.
- Gathers statistical information for program activity. Prepares statistical and program reports.
- Enters service user data and case notes into OCASE reporting system.
- Implements mechanisms that allow for the continual assessment and evaluation of program activities for effectiveness and efficiency.
- Assists with the preparation of funding proposals and reports.

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**

- Post-secondary education relevant to the position and/or at least two (2) years practical or related experience (i.e. health promotion, adult education or community development).
- In-depth understanding of HIV and AIDS, STIs, sexual health and related issues.
- Demonstrated ability to analyze social and political issues related to HIV and AIDS, sexual health and sexual identity.
- Demonstrated understanding of the communities of gay, bi, queer, and other guys into guys.
- Experience with program planning and project management, preferably with direct experience (work or volunteer) within the gay, bi and queer community.
- Proven ability to develop and strengthen community partnerships.
- Excellent communications skills (verbal, written, and visual).
- Experience fostering working relationships with key stakeholders who have diverse interests in project participation.
- Experience working with diverse groups of gay, bi and queer men along with knowledge of community-based programs and services.
- Understanding of volunteer management.
- Demonstrated ability with resource development.

**As part of ACT's commitment to MIPA/GIPA and as a peer-based program for young people living with HIV, this position has been designated for a person (aged 20 – 34) living with HIV or AIDS.**

## **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 and adheres to the principles of the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA), Employment Standards, the Pay Equity Act, the Occupational Health and Safety Act and all other applicable legislation. We are committed to integration and to removing barriers to accessibility in the workplace. We strongly encourage applicants to apply who are living with HIV and who self-identify on the basis of any of the protected grounds under the Human Rights Code including but not limited to age, gender identity, race, ethnicity, ability/disability, or sexual orientation. ACT recognizes that equitable access to employment is an agent in social change.***