



INTERNAL/EXTERNAL JOB POSTING: WOMEN'S SUPPORT COORDINATOR (CONTRACT)

POSTING DATE: Friday, April 23, 2021
CLOSING DATE: Friday, May 7, 2021
STATUS: **One Year Contract – Full Time**
Bargaining Unit Position: Category 1
Salary Range: \$51,032 - \$52,231

Summary: **This position is responsible for the development, implementation and evaluation of social support and health promotion programs and services for HIV-positive women (including trans, cis, femme and Two-Spirited folks) living in Toronto. Specific duties and responsibilities will include, but are not limited to the following and may be subject to change:**

Community Development

- Identifies emerging issues and needs with respect to support and health promotion programming for women living with HIV/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.
- Participates in Coordinators and all POWER Projects meetings as well as deliverables (cross-agency programming for HIV-positive women in Toronto).

Program Development and Coordination

- Develops and implements 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.
- Participates in the development and delivery of skills -building opportunities for women living with HIV.
- Works closely with other ACT staff and community partners to share information and trends about issues facing women living with HIV.
- Ensures that programs and services are regularly evaluated and modified to respond to emerging needs
- Coordinates and provides one-on-one supports and referrals

Administration & General Duties

- Provides input into the development of an annual work plan.
- Gathers and reports program related statistics in the relevant databases.
- Assists with the preparation of funding proposals, as required.
- 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.
- Participates on teams and external committees to communicate information, resolve problems and achieve the goals of the organization.
- Other duties as assigned by the Director of Support Services.

Volunteer Management

- Coordinates, supports, motivates and supervises up to 5 program volunteers.
- May take on student placements as needed and through ACT's policies and procedures
- Designs, implements and evaluates volunteer training programs as needed
- Cultivates, identifies and develops volunteer placement opportunities and develops a recruitment plan with ACT's Volunteer Resources Coordinator
- Maintains volunteer records and database tracking activities and supervision history.

Qualifications

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

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, 4th Floor, Toronto, ON M4Y 1Y5
Email: careers@actoronto.org
Fax: 416.340.8224

Please visit our website for more information: 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 practises. ACT encourages people living with HIV/AIDS, visible members of the BIPOC community 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).*