

Position Title:	Coordinator, Hepatitis C Ethnocultural Education, Outreach and Social Marketing Program
Service:	Knowledge Exchange
Reports to:	Knowledge Broker, Immigrant and Newcomer Hepatitis C Community Health Programming
Position(s) Supervised:	None
Status:	Full time; permanent
Location:	Toronto, Ontario
Posting Date:	April 20, 2017

A. About CATIE

CATIE is Canada’s source for accessible, evidence-based information about HIV and hepatitis C prevention, testing, care, treatment and support. CATIE strengthens the national response to HIV and hepatitis C by fostering collaboration and capacity among people living with HIV and/or hepatitis C and other affected populations, frontline service providers and researchers to reduce transmission and improve health and well-being.

B. Primary Role

The Coordinator, Hepatitis C Ethnocultural Education, Outreach and Social Marketing Program is responsible for supporting the coordination and implementation of CATIE’s Ontario population-level strategy to increase hepatitis C awareness and education among four priority communities (Chinese, Filipino and South Asian). All community education and capacity-building work is done in partnership with key community organizations, their networks and service providers who work with these priority communities. The key responsibilities for this position include: i. Community Engagement, Collaboration and Partnership Building; ii. Education, Capacity-Building and Outreach; and, iii. Programmatic Support. This position is supervised by the Knowledge Broker, Immigrant and Newcomer Hepatitis C Community Health Programming. This full-time position is based at the CATIE office in Toronto; however, this position requires some work off-site, and travel across the province.

C. Key Responsibilities

1. Community Engagement, Collaboration and Partnership Building:

- Supports the maintenance of current partnerships and develops new partnerships with key newcomer health and settlement organizations, networks and service providers who work with Chinese, Filipino and South Asian immigrants and newcomers to promote hepatitis C education, awareness and linkage to care among Ontario immigrant and newcomer community.
- Participates and represents CATIE on two key health education networks in Ontario.

2. Education, Capacity-Building and Outreach:

- Delivers in-language hepatitis C workshops in Chinese through various partnership arrangements.
- Provides coordination support with community outreach and in-language hepatitis C workshops with Filipino and South Asian communities.
- Translates select documents and communications.

3. Programmatic Support:

- Processes the invoices of the community facilitators and ensures timely payments.
- Updates programmatic outputs and outcomes within CATIE's Central Database in a timely and efficient manner.
- Facilitates partners' requests for CATIE resources. with the Ordering Centre Coordinator;
- Other duties, as required.

D. Knowledge and Skills Required

1. Demonstrated experience and/or expertise in the field of program and/ or community development, settlement and/or newcomer health.
2. A relevant post-secondary degree in related field and/ or commensurate experience.
3. Demonstrated commitment to the values and principles that support immigrant and newcomer health, including social determinants of health framework that recognizes the social and systemic level issues that affect health of immigrants and newcomers in Canada.
4. Familiarity with Ontario-based Chinese community organizations and their networks.
5. Demonstrated knowledge of current developments in hepatitis C prevention, testing, treatment and care and support and the communities affected by hepatitis C.
6. Ability to develop or inform the development of knowledge products such as editorials, client resources, case studies and webinars using feedback from partners.
7. Oral and written fluency (Mandarin Chinese and English).
8. Demonstrated experience facilitating community meeting and workshops.
9. Superior written and verbal communication skills, including public speaking and presentation skills.
10. The ability and willingness to travel provincially, and to work some evenings and/ or weekends.

CATIE is committed to employment equity and encourages applications from people living with HIV and/or hepatitis C; visible minorities and people with culturally diverse backgrounds; people of all gender identities and sexual orientations; and people with disabilities.

Interested applicants should visit our website at www.catie.ca. E-mail applications preferred. No phone calls, please. We thank you for your interest, however, only those applicants to be interviewed will be contacted.

Deadline for applications: May 19, 2017

Submit applications to: jobs@catie.ca

NOTE: To reduce the number of “spam” responses to this posting, respondents must include the following text in the subject line of your e-mail: CATIE Coordinator Hep C.