

Position Title:	Knowledge Specialist, Treatment and Prevention Programming
Service:	Knowledge Exchange
Reports to:	Associate Director, Research/Evaluation and Prevention Science
Position(s) Supervised:	None
Status:	Full-time; permanent
Location:	Toronto, Ontario
Posting Date:	July 7, 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 Knowledge Specialist, Treatment and Prevention Programming will be responsible for the development of case studies and other knowledge products focused on HIV and hepatitis C prevention, testing, treatment, and care & support programming for the *Programming Connection* and other CATIE resources. This will include primary and secondary data gathering, analysis and the development of knowledge resources and tools. This full-time position is supervised by the Associate Director, Research/ Evaluation and Prevention Science and based at the CATIE office in Toronto.

### **C. Key Responsibilities**

#### **Responsibility #1. Development of resources for the *Programming Connection* (50%)**

1. Work collaboratively with multiple stakeholders, including CATIE staff, to develop detailed plain language case studies on Canadian HIV and hepatitis C prevention, testing, treatment, and care & support programs for the *Programming Connection*.
  - a. Identify strong examples of Canadian HIV and hepatitis C prevention, testing, treatment, and care & support programs.
  - b. Organize and conduct interviews with multiple stakeholders involved in offering integrated treatment and prevention-related programs and services across Canada; collect and conduct a comprehensive program-related document review; analyze data.

- c. Produce structured information on HIV and hepatitis C programs in the form of plain language case studies.
  - d. Share *Programming Connection* case studies through other CATIE knowledge exchange vehicles.
2. Conduct literature reviews and synthesize research evidence to create Evidence Reviews on specific programming topics to accompany *Programming Connection* case studies.
  3. Monitor new research evidence and identify single studies that have relevance to hepatitis C and HIV programming in Canada. Synthesize into Evidence Briefs to accompany *Programming Connection* case studies.
  4. Share knowledge of HIV and hepatitis C programming within CATIE as needed.

**Responsibility #2: Development of a strong collection of HIV and hepatitis C programming tools (10%)**

1. Monitor new trends in HIV and hepatitis C programming in Canada and abroad.
2. Collect relevant program materials from *Programming Connection* case studies and make recommendations for dissemination via [catie.ca](http://catie.ca).
3. Scope international/national/regional/provincial/local HIV and hepatitis C treatment and prevention programs and other relevant programming tools to create a ‘one-stop’ shop on [catie.ca](http://catie.ca) (Strengthening Programming section).

**Responsibility #3: Participation on *Prevention in Focus* editorial team and development of articles (25%)**

1. Participate in monthly meetings of the *Prevention in Focus* editorial team. This will include participation in lineup selection, and reviewing and editing of articles.
2. Develop at least one article on a prevention-related topic in HIV or hepatitis C for each issue of *Prevention in Focus*.

**Responsibility #4: Develop evidence-based programming tools (15%)**

1. Develop evidence-based programming tools (e.g., best practices) collaboratively with CATIE staff and external stakeholders.

**D. Knowledge and Skills Required**

1. Post-secondary education and experience in health sciences, public health, adult education or a related discipline.
2. Experience in quantitative and qualitative research and data gathering, particularly in health promotion and HIV or hepatitis C-related fields.
3. Knowledge of and experience working/volunteering in front-line program planning and delivery in an HIV- and/or hepatitis C-related organization in Canada.

4. Solid understanding of the Canadian evidence base related to community-based, public health and clinical HIV and hepatitis C prevention efforts, including sexual health and harm reduction programming.
5. Understanding of program planning processes and community-based, public health and clinical program evaluation methods, challenges and benefits.
6. Superior research synthesis, writing and editing skills, and ability to explain complex information using clear and simple language.
7. Excellent project management skills and experience.
8. Experience in phone interview techniques.
9. Demonstrated ability to work independently, to set priorities and work schedules to meet deadlines, and the ability to be tactful, discreet and sensitive to confidential matters.
10. Knowledge of CATIE's mandate, program direction and service philosophy to support development and implementation of program management.
11. Fluency in both written and spoken French and English is highly desirable.

*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](http://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:** July 28, 2017

**Submit applications to:** [jobs@catie.ca](mailto: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 Knowledge Specialist.