

Position Title:	Researcher/Writer, Hepatitis C
Service:	Knowledge Exchange
Reports to:	Manager, Publication Development
Position(s) Supervised:	None
Status:	Full time / Permanent
Location:	Toronto, Ontario
Posting Date:	May 16, 2012

About CATIE

CATIE is Canada's source for up-to-date, unbiased information about HIV and hepatitis C. We connect people living with HIV or hepatitis C, at-risk communities, healthcare providers and community organizations with the knowledge, resources and expertise to reduce transmission and improve quality of life.

Primary Role

The Writer/Researcher, Hepatitis C is responsible for reviewing and analyzing research to act as a key resource within CATIE for current hepatitis C and harm reduction content; for supporting the development of hepatitis C and harm reduction knowledge resources and tools; for coordinating the research, development, review, revision, updating and uploading of content for the hepatitis C web site; and for overseeing inventory of HCV/harm reduction print resources.

Key Responsibilities

1. Ensure the incorporation of up-to-date and reliable evidence-based HCV content information (website, resource materials, workshop curriculum, inquiry service responses) through regular review and synthesis of scientific and grey literature;
2. Provide project management for the development of selected HCV/harm reduction publications, from initial concept to final layout, including working with the cross-departmental hepatitis C team and advisory committees, commissioning writing, editing manuscripts, managing expert review, managing translation and working with designers;
3. Support the development of other CATIE-created HCV/harm reduction resource materials through research and writing as needed, working with the Manager, Publication Development and the cross-departmental hepatitis C team;
4. Take the lead in the systematic review, revision, updating, tagging and uploading of all content for the hepatitis C website, working with the hepatitis C team, Manager of Web Content, and Information Specialist;

5. Monitor and review the currency of national links and organization and services information on the hepatitis C website through regular review and contact with knowledgeable regional stakeholders and CATIE Regional Health Education Coordinators;
6. Coordinate maintenance of current CATIE-created HCV resource material inventory and identification of new third-party HCV resource materials for the CATIE Ordering Centre, in conjunction with the hepatitis C team and the Manager, Health Publications;
7. Work collaboratively with staff and other organizations to support the agency in fulfilling its mission;
8. Participate in staff meetings, projects and planning processes as needed;
9. Contribute to internal communications and a healthy work environment;
10. Other duties as assigned.

Knowledge and Skills Required

1. Research skills and experience in identification, gathering, evaluation, interpretation and synthesis of information from external sources, particularly scientific and medical journals, online databases, and grey literature;
2. Knowledge of and experience working with hepatitis C and/or HIV issues in the Canadian context, and particularly as it occurs among marginalized communities, is highly desirable;
3. Superior writing and editing skills in explaining complex information using clear and simple language;
4. Excellent project management skills and experience;
5. Preference will be given to candidates who demonstrate a high level of bilingual capability;
6. Knowledge of CATIE's mandate, program direction and service philosophy to support development and implementation of program management;
7. 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.

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 web site at www.catie.ca .

E-mail responses preferred. No phone calls, please.

We thank you for your interest, however, only those applicants to be interviewed will be contacted.

Deadline for applications: June 3, 2012

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 Job HCV**