

Position Title:	Regional Health Education Coordinator, Western Region
Service:	Program Delivery
Reports to:	Director, Program Delivery
Position(s) Supervised:	None
Status:	Full-time; permanent
Location:	Toronto, Ontario
Posting Date:	November 9, 2017

A. About CATIE:

CATIE is Canada's source for accessible, evidence-based information about HIV and hepatitis C prevention, testing, care and 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 Regional Health Education Coordinator, Western Region develops and delivers an educational program for the provinces of Alberta, Saskatchewan, and Manitoba. This includes partnership development with key front-line organizations and networks in the response to HIV and hepatitis C, including front-line, Indigenous, public health, sexual health and harm reduction organizations. This position also works interdepartmentally to maintain and implement CATIE's Knowledge Management Strategy, develops workshop content, answers email and telephone inquiries, and coordinates the CATIE webinar series. This full-time position is supervised by the Director, Program Delivery, is based in the CATIE office in Toronto, and includes travel to Western Canada.

C. Key Responsibilities:**Job Responsibility #1: Delivery of educational programs on HIV and hepatitis C (30%)**

- a) Delivers blended learning courses (i.e., eLearning modules, discussion boards, webinars and virtual/in-person workshops) and workshops for the Western region;
- b) Collects appropriate evaluation data on educational programs in a confidential manner, including timely and accurate entries into CATIE's Central Database; and,
- c) Provides occasional assistance to peer Regional Health Education Coordinators in the delivery of programs.

Job Responsibility #2: Development of regional partnerships (20%)

- a) Maintains a strong understanding of the response to HIV and hepatitis C in the Western Region, shares information and acts as an internal resource for the assigned region on key organizations, programs, activities and contacts;
- b) Develops and maintains partnerships with organizational networks and front-line service providers in HIV and hepatitis C, and Indigenous, public health, harm-reduction organizations and other allied agencies by pro-actively meeting with key individuals in the Western Region to discuss HIV and hepatitis C health education needs;
- c) Leads regional outreach activities to increase awareness of CATIE's services (e.g., digital and print publications, WRIP (Waiting Room Information Program) stands);
- d) Provides regular regional updates, internally, and maintains provincial profiles for provinces in the Western Region; and,
- e) Supports HIV and hepatitis C educational programs and services in the Western Region by representing CATIE on external committees as required.

Job Responsibility #3: Development of content for educational programs on HIV and hepatitis C (15%)

- a) Updates and revises HIV and hepatitis C workshops annually or when new information warrants in assigned area;
- b) Develops content of blended learning curricula with an interdepartmental team, and participates in semi-annual updates in assigned areas; and,
- c) Develops content for webinars on various topics related to HIV and hepatitis C.

Job Responsibility #4: Participates in the Knowledge Management Strategy at CATIE (20%):

- a) Participates in organizational information-sharing opportunities within CATIE, including, acting as a knowledge hub as per CATIE's Knowledge Management Strategy, and joining and contributing to internal committees as required;
- b) Keeps up to date on broad range of HIV and hepatitis C topics including biomedical HIV and hepatitis C prevention, testing, treatment and related co-morbidities through familiarity with the CATIE website and other sources; and,
- c) Possesses familiarity with issues related to HIV and hepatitis C such as women's health, aging and social determinants of health.

Job Responsibility #5: Inquiry support (5%)

- a) Responds to HIV and hepatitis C related inquiries made via phone and e-mail, and offers appropriate referral and/or appropriate publications.

Job Responsibility #6: Coordination of the CATIE webinar series (10%)

- a) Coordinates the process for promotion, delivery and technical support of CATIE's webinar series, working interdepartmentally; and,
- b) Serves as the primary contact for CATIE webinars and partnered webinars, and keeps an up-to-date Webinar calendar.

D. Knowledge and Skills Required:

1. Knowledge of adult learning theory and adult education methodologies to develop, present and facilitate workshops to diverse audiences.
2. In-depth knowledge of HIV and hepatitis C prevention, testing, treatment, and care information, resources and services at the regional, provincial and national levels in Canada, and more specifically the Western Region.
3. Superior written and verbal communication skills, including the ability to communicate in an empathetic manner using clear, simple and sensitive language; presentation and group facilitation skills.
4. Experience building relationships with partners at regional, provincial – more specifically the Western Region – and national levels to inform or implement projects.
5. Ability to multitask and prioritize projects efficiently; project management experience an asset.
6. Experience working with indigenous populations within a culturally safe and anti-oppression framework.
7. Ability to develop and coordinate complex partnerships and networks.
8. Bilingualism (French/ English) is an asset.
9. Ability and willingness to work occasional weekend and evening hours.
10. Ability and willingness to travel up to 6 weeks/ year.

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: November 30, 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 RHEC.