

Position Title:	Knowledge Specialist, Hepatitis C Community Health Programming
Service:	Knowledge Exchange
Reports to:	Associate Director, Community Health Programming
Position(s) Supervised:	None
Status:	Full-time; permanent
Location:	Toronto, Ontario
Posting Date:	January, 16, 2018

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 Knowledge Specialist, Hepatitis C Community Health Programming is responsible for four (4) areas: (1) coordinating CATIE's activities to strengthen hepatitis C programming; (2) incorporating new programming knowledge into CATIE hepatitis C knowledge synthesis vehicles; (3) development and delivery of educational programs on Hepatitis C, and (4), providing Secretariat support to the Ontario Hepatitis C Teams Network. This full-time position is supervised by the Associate Director, Community Health Programming, and is based in the CATIE office in Toronto.

C. Key Responsibilities:

Job Responsibility #1. Planning and coordination of activities to strengthen hepatitis C programming with community partners and front-line service providers (25%)

1. Relationship and network development. Develops and maintains relationships and partnerships with hepatitis C and harm reduction focused front-line organizations and networks nationally to support capacity building and knowledge exchange efforts in evidence-informed integrated Hepatitis C Programming.
2. Event planning, organizing and implementation. Organizes regional and national-level dialogues with front-line workers, public health and other stakeholders to network and exchange knowledge to advance integrated HCV programming.

Job Responsibility #2. Incorporating new programming knowledge into CATIE hepatitis C knowledge synthesis vehicles and supporting inter-departmental collaboration in hepatitis C (20%)

1. Supports CATIE's KE teams in identifying innovative and promising integrated hepatitis C community health programs and practices to highlight in CATIE's core Strengthening Programming vehicles (Programming Connection, webinar series).
2. Writes articles and case studies for CATIE publications and knowledge exchange vehicles.
3. Plans, curates and moderates webinars and in-person presentations as required, including identifying and working with speakers.
4. Acts as a knowledge hub in hepatitis C programming, as defined by CATIE's knowledge management strategy, and reviews some Ordering Centre client resource materials.
5. Supports Associate Director, Community Health Programming in financial and narrative reporting, and preparing evaluation and other reports for the program on regular basis.

Job Responsibility #3: Development and delivery of educational programs on Hepatitis C (25%)

1. Delivers blended learning courses (i.e., eLearning modules, discussion boards, webinars and virtual/in-person workshops) and workshops;
2. Collects appropriate evaluation data on educational programs in a confidential manner, including timely and accurate entries into CATIE's Central Database; and,
3. Updates and revises hepatitis C workshops annually or when new information warrants in assigned area;
4. Develops content of blended learning curricula with an interdepartmental team, and participates in semi-annual updates in assigned areas; and,
5. Develops content for webinars on various topics related to hepatitis C.

Job Responsibility #4: Providing Secretariat Support and tailored capacity building and knowledge exchange activities to the emerging Ontario Hepatitis C Teams Network (30%)

1. Maintains a centralized coordination and secretariat function to support the Ontario HCV Teams network and facilitates collaboration and coordination with other key provincial stakeholders across the provincial system responding to HCV. This includes:
 - a. Leads consultations and community engagement to identify the hepatitis C capacity building and network needs of the HCV teams;
 - b. Planning and hosting monthly teleconferences;
 - c. Developing and maintaining relationships with the HCV teams to understand unique context and knowledge exchange gaps;

- d. Internally coordinating the cross-departmental planning and development of communications platforms and processes.
2. Implement a cross-departmental capacity-building and knowledge exchange plan to meet the core hepatitis C and programming information gaps of the HCV teams, this includes:
 - a. Planning, hosting and implementing two Blended Learning Cycles per year to on-board new HCV teams staff;
 - b. Planning and coordination of a tailored, closed webinar series;
 - c. Planning and Coordinating the annual Ontario HCV Teams Conference;
 - d. Develops and delivers workshops, webinars and potentially training on hepatitis C related issues to the HCV Teams.

D. Knowledge and Skills Required:

1. In-depth knowledge of hepatitis C prevention, testing, treatment and care including resources and services at the regional, provincial and national levels in Canada. Basic knowledge of HIV prevention, testing, treatment and care, including resources and services at the regional, provincial and national levels in Canada.
2. Research skills and experience in identifying, gathering, evaluating, interpreting and synthesizing information from external sources.
3. Superior writing and editing skills in explaining complex information using clear and simple language.
4. Demonstrated experience and ability in designing and facilitating in-person multi stakeholder dialogues.
5. Demonstrated ability to work independently to set priorities and to work schedules to meet deadlines, and the ability to be tactful, discreet and sensitive to confidential matters.
6. Motivated strategic thinker who is skilled at anticipating and resolving stakeholder relations issues.
7. Experience building relationships with partners at regional, provincial and national levels to inform or implement projects.
8. Ability to develop or inform the development of knowledge products such as editorials, client resources, case studies and webinars using feedback from partners.
9. Ability to work flexibly and take on a variety of tasks as a member of a small team.
10. Ability to travel for key national/regional conferences and events.
11. Superior verbal communication skills, including public speaking and presentation skills.

“CATIE is committed to employment equity and encourages applications from people that identify as racialized, people with culturally diverse backgrounds, people of all gender identities and sexual orientations, and people with disabilities. CATIE recognizes the need for experience, knowledge, and guidance from communities disproportionately impacted by HIV and hepatitis C, including those with lived experience or living with HIV or hepatitis C. Additionally, accommodations are available on request for candidates taking part in all aspects of the interviewing process.”

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: February, 9, 2018

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 Knowledge Specialist, Hepatitis C Community Health Programming.