

Position Title:	Knowledge Specialist, HIV Prevention
Service:	Knowledge Exchange
Reports to:	Associate Director, Research/Evaluation and Prevention Science
Position(s) Supervised:	None
Status:	Full-time; one-year contract
Location:	Toronto, Ontario
Posting Date:	February 26, 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, HIV Prevention will act as the primary resource within CATIE for current information on HIV prevention and provide expertise/consultation to external stakeholders. Specifically, this role will develop and support the development of knowledge resources and tools; coordinate relevant content for the CATIE web site; and provide support for the development/delivery of educational resources including workshops and webinars. This full time position is supervised by the Associate Director, Research/Evaluation and Prevention Science and based at the CATIE offices in Toronto.

C. Key Responsibilities:**Job Responsibility #1: Development and maintenance of a strong collection of HIV prevention knowledge products for service providers and clients (50%)**

- a) Monitor new developments in research and practice through review of scientific and grey literature and other authoritative sources, and participation in learning activities and events.
- b) Lead the development/revision and ongoing review of CATIE HIV prevention knowledge products for service providers including HIV prevention fact sheets, CATIE Prevention Statements, and the Prevention sections of HIV in Canada.
- c) Lead the development/revision and ongoing review of HIV prevention resources for service providers to use with their clients from initial concept to final publication, including working cross-departmentally with staff and advisors, editing, managing expert

review, managing translation, and working with designers, printers and web developers, as necessary.

- d) Lead the development/revision and ongoing review of standardized workshops and blended learning modules in HIV prevention, in collaboration with the Program Delivery and Knowledge Exchange departments.
- e) Support the development of other CATIE-created knowledge products with HIV prevention content by sitting on advisory committees, performing research and writing, as required.
- f) Share knowledge of HIV prevention knowledge within CATIE as needed.

Job Responsibility #2: Participation on *Prevention in Focus* editorial team and development of articles (25%)

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

Job Responsibility #3: Support the uptake of HIV prevention knowledge within the organization and with external stakeholders (25%)

- a) Develop and deliver workshops and presentations on HIV prevention content in the community as requested/assigned and at conferences, when appropriate.
- b) Support the development and delivery of CATIE webinars on HIV prevention-related content, including working with other staff as necessary to set timelines, outline objectives, contact presenters and organize webinar logistics.
- c) Respond to requests for in-depth information on HIV prevention from other CATIE programs/staff.
- d) Act as the knowledge hub in HIV prevention, as defined by CATIE's knowledge management strategy.
- e) Participate in workshops, speaking engagements, expert review and consultations with external stakeholders, including select biomedical and research organizations, community-based organizations, media events and other venues, as required.

D. Knowledge and Skills Required:

1. Post-secondary education and experience in health sciences, public health, adult education, or a related discipline;
2. Research skills and experience in identifying, gathering, evaluating, interpreting and synthesizing information from external sources, particularly scientific and medical journals, online databases and grey literature;
3. Extensive knowledge of issues related to HIV and HCV prevention;
4. 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;

5. 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;
6. Excellent project management skills and experience;
7. Superior research synthesis, English writing and editing skills, and ability to explain complex information using clear and simple language;
8. Understanding of “knowledge exchange” principles highly desirable;
9. Knowledge of CATIE’s mandate, program direction and service philosophy to support development and implementation of program management desirable;
10. Fluency in both written and spoken French is highly desirable.

“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: March 23, 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 2323.