

Position Title:	<b>Health Educator</b>
Service:	Education and Capacity Building
Reports to:	Director, Education & Capacity Building
Position(s) Supervised:	None
Status:	Full-time
Location:	Canada – Flexible: Remote, Office or Hybrid
Posting Date:	February 6, 2023
Salary Range:	\$56,000 – \$61,000

### **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 Health Educator develops and delivers education and capacity building initiatives for frontline service providers who work with communities and individuals affected by HIV or hepatitis C. This position facilitates these activities for audiences at the national, provincial, and local service provider levels in **both French and English**. The role includes partnership development and maintenance with key harm reduction, sexual health and public health organizations.

This position works within the organization to develop and execute strategies for virtual and occasional in-person education delivery; develops and seeks opportunities for virtual and in-person capacity building in partnership with local, provincial, and national service providers; and, maintains and implements CATIE’s Knowledge Management Strategy.

Supervised by the Director, Education & Capacity Building, the location of this position is flexible, and can be full-time remote or a combination of full-time remote and at the CATIE office in Toronto.

### **C. Responsibilities**

**#1: Planning and delivery of education and capacity building initiatives on HIV and hepatitis C biomedical content and implications for frontline practice (50%).**

1. Facilitates virtual courses simultaneously (eLearning modules, discussion boards, and virtual meetings) and virtual and in-person workshops on HIV and hepatitis C prevention, testing, and treatment.
2. Plans creative, engaging, and educational and capacity building sessions/activities to support the uptake of biomedical HIV and hepatitis C knowledge into frontline practice.
3. Identifies new opportunities for HIV and hepatitis C capacity building and curates sessions for regional, provincial, and national audiences.
4. Collects and records evaluation data on educational programs in CATIE's key performance indicator database.
5. Provides support to other Health Educators in the delivery of programs.

**#2: Development of organizational partnerships (25%).**

1. Supports the development of national, provincial and topic-based educational strategies annually; leads the roll-out of educational activities as per assigned areas.
2. Maintains a strong understanding of the response to HIV and hepatitis C in assigned regions and sectors, actively shares information internally, and acts as a resource for the regions/sectors for CATIE staff on key organizations, programs, activities and contacts.
3. Develops and maintains partnerships for CATIE with organizations working with communities affected by HIV and hepatitis C.
4. Leads provincial and topic-specific outreach activities to increase awareness of CATIE's services (e.g., digital and print publications).
5. Maintains provincial profiles for assigned region(s).

**#3: Development of content for education and capacity building programs in HIV and hepatitis C (20%).**

1. Updates and revises content in assigned area.
2. Develops content of educational curricula with an interdepartmental team.
3. Develops content for online and in person workshops/sessions on various topics related to HIV and hepatitis C.
4. Supports other Health Educators in content development.

**#4: Participates in the Knowledge Management Strategy at CATIE (5%).**

1. Participates in 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.
2. Keeps up to date on broad range of HIV and hepatitis C topics including biomedical HIV and hepatitis C prevention, testing, treatment and related conditions through familiarity with the CATIE website and other sources.

**D. Requirements** - The Selection Committee realizes that no one individual possesses all qualifications. Candidates with the following language requirements, qualifications and experiences are most likely to realize success in this role.

### **Language Requirements**

1. **Fluency, orally and in writing in French is required** (e.g., leading webinars, developing and maintaining partnerships with francophone organizations, editing educational materials)  
Knowledge of HIV and hepatitis C terminology and resources in French, including programs and agencies serving French-speaking communities
2. Strong ability to communicate orally and in writing in English (e.g., participating in staff meetings, attending training sessions, day-to-day communication with colleagues and stakeholders). A higher level of English language proficiency is not required, but will be considered an asset.

### **Knowledge and Skills**

1. Knowledge of adult learning theory and adult education methodologies to develop, present during, and facilitate workshops to diverse audiences virtually and in-person.
2. Demonstrated experience with and ability to design and execute virtual and in-person educational and capacity building initiatives.
3. In-depth knowledge of HIV and hepatitis C prevention, testing, treatment, and care information, including that which reflects CATIE's mandate.
4. Understanding of HIV and hepatitis C related resources and services (e.g., sexual health or harm reduction services) at the regional, provincial and national levels in Canada.
5. Strong written and verbal communication skills, including the ability to communicate in a compassionate manner using clear, simple and sensitive language; strong presentation and group facilitation skills.
6. Motivated, strategic thinking and skill at anticipating and resolving stakeholder relation issues.
7. Experience building relationships with partners at regional, provincial and national levels to inform and implement projects;
8. Ability to develop and coordinate partnerships and networks.
9. Ability to multitask and prioritize projects efficiently; project management experience an asset.
10. Experience working with communities affected by HIV or hepatitis C within a culturally safe and health equity framework.
11. Post-secondary education in adult education, health sciences, public health, or a related discipline, or equivalent experience.
12. Ability and willingness to work occasional weekend and evening hours.
13. Ability and willingness to travel within Canada up to four times per year to a maximum of 15 business days.

### **Benefits of Working with CATIE**

CATIE offers:

- Flexible work arrangement and the ability to work anywhere within Canada

- A diverse, inclusive, and supportive team
- Generous leave entitlement
- Benefits that include extended health, dental, and life insurance
- Pension plan

*Our team includes people from diverse cultural, ethnic and linguistic backgrounds. Although we are proud to offer all of our activities in French and English, internal communications are mostly in English.*

*CATIE is committed to employment equity and encourages applications from Black, Indigenous and racialized people, people of all gender identities and sexual orientations, and people with disabilities. CATIE also recognizes the need for experience, knowledge and guidance from communities disproportionately affected by HIV and hepatitis C, including people living with HIV or with current or lived experience of hepatitis C or substance use.*

*HIV and hepatitis C disproportionately affect many racialized communities, yet these communities are underrepresented in paid staff positions of many HIV and hepatitis C organizations, including CATIE. We are working to change this by prioritizing anti-racism in our work and our operations, and striving to create a diverse, equitable and inclusive environment for racialized people to work and thrive.*

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:** Job posting closes on February 23, 2023.

**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 2354.