



Company: AIDS Committee of Windsor

Location: Windsor, Ontario

Job Type: Full Time, Employee

Job Title: Director of PHA Support Services

Start date: June 2017

In this role, the successful candidate will be reporting to the Executive Director.

POSITION & PROGRAM SUMMARY:

The AIDS Committee of Windsor is the regions primary provider of support services to Persons Living with HIV/AIDS (PHAs). The organization is seeking a Director of PHA Support Services to lead the program, working alongside PHAs, staff and volunteers.

The work of the Director of PHA Support Services includes:

- Management & oversight, supervision, planning, development, implementation, monitoring, evaluation and fund development as related to the Support Service & Peer Led Programs focusing on the HIV prevention, engagement and care cascade.
- Assist in the support, development and implementation of a new case management model, within the terms of a scope of practice.
- Ensure individuals have access to HIV care and treatment by providing linkage to networked care coordination, access to peer support, and access to living well with HIV.
- Provide information & support in coordination with the local HIV clinical program with HIV care guidelines.
- Keep PHAs engaged in care through active HIV care/community service network and actively identify people who are at-risk of disengaging from care, provide relevant community and mental health services, as well as effective management of comorbidities as people age.
- Be a champion for, and exemplary model of, putting the principles of anti-oppressive and Greater Involvement of People Living with HIV and AIDS (GIPA) practices at all levels of the organization.

JOB SPECIFIC DUTIES:

- Supervise staff, volunteers and peers of Client Support Services and Peer Engagement Programs;
- Oversee accurate reporting and file management/recording practices in alignment with funding sources;
- Knowledge of AIDS Service Organizations, HIV information, research and updates, local, provincial and federal bodies and stakeholders, provincial strategy and strategic goals;
- Ability to support program development processes and educational components;
- Ensure communication (agency programming, research updates etc.) with persons living with/and or affected by HIV AIDS and peers;

- Provide oversight, case consultation and case coverage to clients, which can include administering practical support, information and referral and case management services;
- Oversee Client Services food program; which includes volunteer training, equipment servicing, fundraising/donor relations, food and supplies purchasing and budget management;
- Plan, implement and oversee ongoing psycho-social programming, group programming, educational and complementary sessions for PHAs;
- Oversee evaluation process of Client Support Services and Peer Engagement Program;
- Support and implement World AIDS Day Activities and annual conference for service providers and persons living with/and or affected by HIV/AIDS;
- Manage and oversee program budgets; prepare proposals for funding and grant making bodies;
- Help to build community capacity around PHA needs;
- Stakeholder and donor engagement; serve on local and provincial committees that support Client Support Services and Peer Engagement Programs;
- Attend and support fundraising initiatives for agency; assist in external public relations as it relates to PHAs and peers
- Administrative duties; board reports, attend staff meetings, Senior Management and team meetings, performance management, onboarding of new staff, volunteers and peers, professional development and other duties as assigned

QUALIFICATIONS & SKILLS:

- Direct case management skills an asset
- Management experience with employee supervision an asset
- Experience working for not-for-profit organization is preferable
- Advanced communication, interpersonal, problem solving and computer skills
- Strong organizational, time management and leadership skills; ability to work independently and be self-directed
- Financial management; grant proposal, event planning and conference planning experience
- Successful completion of vulnerable persons screen

MINIMUM EDUCATION AND/OR DESIGNATION REQUIREMENTS:

- Must possess a Bachelor of Social work (BSW) or related degree, with 2-3 years' work experience in a support services or related role
- A valid driver's license and access to a reliable vehicle for work related duties;

Submission Deadline: Friday May 12, 2017

Salary: \$40,000 to \$45,000. Remuneration based on experience and skill

If you are interested in applying for this position please send your resume to:
 Michael Brennan, Executive Director, mbrennan@aidswindsor.org or,
 AIDS Committee of Windsor
 511 Pelissier Street, Windsor, ON N9A 4L2
 on or before **Friday May 12, 2017 at 5:00pm.**

AIDS Committee of Windsor is an equal opportunity employer.