



HIV COMMUNITY LINK
(prevention + support + advocacy)

HIV Community Link is a growing organization delivering services throughout Southern Alberta. As a non-profit organization we help people to learn about, prevent, and live with HIV/AIDS and hepatitis C (HCV). We offer a fun and energetic environment that provides opportunities for you to utilize your talents and develop new skills. HIV Community Link Society is committed to employment equity.

Program Manager - Medicine Hat

We are seeking a Program Manager who will be responsible for the service provision needs of people living with, at risk for and affected by HIV and AIDS in the Medicine Hat area. A key requirement is to raise the awareness and capacity of Medicine Hat services within the community to address HIV/AIDS & HCV prevention, education and support. Working within a harm reduction and rights based philosophy, the Program Manager will be required to follow and meet the requirements of the Medicinal Hat work plan. The Program Manager will develop, coordinate and provide services based out of the Medicine Hat office.

This is a full-time position, 35 hours a week. A flexible schedule including day, evening, and weekend availability is required. This position will report directly to the Team Leader of Support Services who is based in the Calgary office.

Primary Responsibilities

- Through the management of the program, continuously strengthen and develop harm reduction and case management programs.
- Supervise and oversee the Harm Reduction Outreach Worker.
- Working collaboratively in partnerships with agencies and stakeholder to build strategies for mobilizing communities to address HIV and HCV prevention, education and support through community engagement and volunteerism.
- Provide support services to people at risk of, living with or affected by HIV and HCV in the Medicine Hat area.
- Provide harm reduction supplies to individuals at risk for, living with and affected by HIV/AIDS and HCV.
- Track and monitor results and provide regular reporting for both internal and external purposes.
- Build and enhance agency's local profile in the community.
- Dissemination of HIV & HCV related information through presentations, community booths and education.
- Documenting the process of community mobilization, including activities undertaken, volunteers involved, engagement processes used, lessons learned and future recommendations.
- Under the guidance of the Team Leader, provide support services and program development to meet the standard of the organization.
- Provide basic office management.
- Comply with organizational policies and procedures.
- Performs other related duties as required.

Qualification:

- Undergraduate degree in social work, social sciences, health sciences or related field, with 2-5 years' experience.

Experience:

- Extensive working knowledge of program development and evaluation techniques with the ability to analyze and resolve problems.
- Proficient case management/counselling with proven experience in a working environment.
- Supervisory experience of employees, students and volunteers.
- Experience gained in the field of HIV/HCV, Harm Reduction with awareness of the needs of persons living with HIV and HCV is preferred.

Skills:

- Willingness to follow and implement policies and procedures and ensure ethical standards are maintained when working with clients.
- Understanding of issues related to diversity, and to the needs of persons living with and at risk for HIV and HCV.
- Ability to present and speak to various diverse audiences.
- The ability to communicate effectively, plan, organize and prioritize is essential.
- High ethical standards and professionalism with a demonstrated ability to maintain confidentiality.
- Strong program leadership, team building, and conflict resolution skills.
- Capacity to work both independently and in collaboration with others at all HIV Community Link's locations.
- Proficiency with MS Office and various office technologies.
- Physical ability to carry out the duties of the position and operate related equipment.
- A valid drivers' license and reliable vehicle is required.
- Suicide Intervention and First Aid is an asset.

Salary and Benefits

HIV Community Link Society offers competitive compensation and a comprehensive benefits package.

Application Details

The deadline for applications is Sunday, November 2nd 2014. Please send your cover letter, resume, and salary expectation to hr@hivcl.org quoting job reference HIVCL-046.

You must be eligible to work in Alberta and available for in-person interviews. No phone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.