

Advice of Position Vacancy

Date:	January 25, 2023
Position Title:	African, Caribbean, and Black Working Group Coordinator
Posting Number:	2023-3
Status:	Independent Contract (15 hours per month) 1-year term
Closing Date:	Posting will remain open until filled. Please reply to humanresources@drpeter.org

About the Dr. Peter Centre:

Dr. Peter Jepson-Young was a young, gay Vancouver physician who shifted public views and brought a human face to HIV/AIDS. He chronicled his personal battle with the disease through the Dr. Peter Diaries, a weekly video diary that aired on CBC.

Shortly before his death in 1992, he established the Dr. Peter Centre (DPC) with the mission of providing comfort care to people living with HIV/AIDS. Today, the Dr. Peter Centre manages a day health program, a 24-hour licensed care residence with specialized nursing care, and an enhanced supportive housing program, to provide comprehensive medical care for people living with HIV/AIDS, mental illness, substance use, and homelessness.

Since 2002, the Centre has been internationally recognized as the first health care facility in North America to integrate supervised consumption services into its model of care. To learn more, visit www.drpeter.org/welcome.

Dr Peter Centre offers a flexible working environment and the opportunity to work with a leading-edge group of dedicated professionals to enhance the lives of people living with HIV in Vancouver and nationally.

Position Description and Duties:

This position reports to the Knowledge Translation & Evaluation Manager and operates within a Knowledge Translation and Evaluation (KTE) team, which engages in capacity building and knowledge exchange initiatives with national and international partners and stakeholders related to supervised consumption sites, overdose prevention sites, iOAT (injectable opiate agonist treatments), and COVID-19 vaccination confidence.

The African, Caribbean, Black (ACB) Working Group Coordinator will lead and support the work of the national The African, Caribbean, Black Accessibility in Harm Reduction Services Working Group.

Key Responsibilities:

- Lead, facilitate, organize, and support the biweekly meetings of the African, Caribbean, Black Accessibility in Harm Reduction Services Working Group as part of a national capacity-building project for frontline harm reduction organizations;
- Plan working group meetings in collaboration with African, Caribbean, Black Working Group Lead(s), including identifying key issues for discussion, drafting agendas, and determining meeting roles;
- Co-create Terms of Reference and Group Guidelines in collaboration with African, Caribbean, Black Working Group membership to ensure clarity of mandate, guiding principles, and goals. Conduct a review of the Terms of Reference annually and/or as required;
- Co-facilitate African, Caribbean, Black Working Group discussion and decision-making using anti-oppressive, trauma-informed approaches in accordance with the guiding principles of the Terms of Reference and Group Guidelines;
- Collaborate with Working Group Lead(s) and membership to inform the strategic direction of the African, Caribbean, Black Working Group including developing recommendations to increase cultural safety and African, Caribbean, Black accessibility to harm reduction services and creating knowledge translation products;
- Send calendar invitations, and prepare agendas for African, Caribbean, Black Working Group meetings in collaboration with African, Caribbean, Black Working Group Lead(s);
- Sending meeting minutes and other knowledge products to an external translator for English-to-French translation;
- Posting minutes and other resources to a community of practice website;

- Attend regular check-in meetings with Working Group-Lead(s) and the broader project team
- Present on working group activities during national community of practice video calls and to partners; and
- Other activities as necessary.

Strong preference will be given to candidates who self-identify as belonging to African, Caribbean and/or Black communities. Candidates may wish to self-identify in their cover letter.

Required Competencies:

- Excellent written and verbal communication skills are essential;
- Strong understanding of African, Caribbean, Black experiences, cultural safety, harm reduction, social determinants of health, and anti-oppressive, trauma-informed, and stigma-free practice;
- Candidates must be self-motivated, detail-oriented, and highly-organized;
- Ability to work independently;
- Ability to assess priorities.

Education, Qualifications and Experience:

The preferred education, qualifications and experience of the African, Caribbean, Black Working Group Coordinator are:

1. 3-5 years relevant or equivalent experience in one of the following related fields: African, Caribbean, Black health, harm reduction, public health, community health, community organizing, social sciences, public administration, public policy, social work and/or sociology.
2. Demonstrated competency as a facilitator in both in person and virtual settings.
3. Proficiency with Microsoft Office software, Google Suites/Workspace and Zoom.
4. Experience working remotely and/or in a virtual environment.

General Working Conditions:

This position requires flexibility and the ability to prioritize workload, and the ability to work independently and as part of a team. Virtual and remote work will be required. Multitasking and flexibility is a must in order to meet deadlines, and to support many activities that may occur concurrently or without notice. Evening and weekend work may be required.

If you have suitable qualifications and experience for this position, please send your resume to humanresources@drpeter.org.

COVID-19 Restrictions:

- Proof of full vaccination status against COVID-19 in British Columbia required.

Note: We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.