



**Advice of Position Vacancy**

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| <b>Date:</b>           | September 23, 2024   |
| <b>Position Title:</b> | Frontline Solutions Project Lead   |
| <b>Hourly Rate:</b>    | \$69,500 - \$73,000 per hour plus benefits   |
| <b>Status:</b>         | Temporary full time (1 year contract), 35 hours a week   |
| <b>Closing date:</b>   | October 07, 2024 at 9:00 am (PST). Please send your <b>cover letter and resume</b> to <a href="mailto:humanresources@drpeter.org">humanresources@drpeter.org</a> |

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Frontline Solutions Project Lead to join our SUAP projects team on a temporary full-time basis.

**What you bring:**

You are a mission-driven, highly motivated self-starter who is passionate and enthusiastic about social justice issues. You bring 5+ years coordinating projects in community-based settings and thrive in a fast-paced environment where every single day brings something different!

You are aligned with our organizational values of Integrity, Humanity, Authenticity, Inclusivity, and Tenacity. As a member of our Frontline Solutions Team, you will support capacity building and Frontline Solutions initiatives with national and international partners and stakeholders related to harm reduction services, such as enhancing the capabilities of service providers, improve organizational capacity, and expanding treatment and harm reduction services with a focus on immediate improvements in substance use care. Your objective will be to work with national frontline organizations



and seek to utilize the Dr. Peter Centre's expertise to help other communities develop tailored solutions, build a national network, and integrate resources for long-term, systemic change in complex healthcare. This position reports to the Team Lead of Frontline Solutions Team and Evaluation.

## **Key Responsibilities**

The Frontline Solutions Project Lead will lead the Dr. Peter Centre's federally funded Projects. Responsibilities include the following:

- With support from the Administrative Assistant, maintain the project management system, coordinate project team members, and ensure project deliverables are met.
- Steward relationships with national partners and stakeholders, including front-line organizations participating in capacity-building training and a national community of practice.
- With support across Dr. Peter Centre's campus of care, plan, organize and host national community of practice videocalls for front-line organizations.
- Providing direction and support to Project Consultants, including organizing individualized meetings, assigning tasks, and troubleshooting issues as they arise.
- Assist in establishing Regional Offices, implementing networking strategies, developing best practices, managing innovation grants, and facilitating knowledge exchange.
- Assist with the coordination of virtual and in-person incubator working groups on key policy and practice issues related to SUAP Project across the Dr. Peter Centre's campus of care and internal and external Project Consultants, including co-developing agendas, co-facilitating meetings, assigning tasks, and ensuring project deliverables are met.
- With support from the Team Lead, Team Members, Partners and Project Consultants, develop better organizational capacity, increased provider skills, and improved support for people who use drugs, leading to fewer overdoses and better care retention. Targets specific improvements in substance use services.
- Consulting with the external evaluator to develop an evaluation plan and tools and facilitate evaluation activities as required by the project.
- With support from the external evaluator and the Frontline Solution's Administrative Assistant, develop and maintain quarterly and annual counts of project-based deliverables.
- With support from the external evaluator and other team members, complete progress, mid-term, and final evaluation reports to funder.



### **Education, Qualifications and Experience**

- It is an asset to hold identities in common with the communities identified within the working groups (people living with, or affected by, HIV and/or hepatitis C and/or people who use drugs).
- Demonstrated experience applying an anti-oppressive lens within group contexts, virtual group facilitation, leading participatory decision-making and using the principles of trauma-informed practice.
- Demonstrated understanding of principles of anti-racism and anti-oppression, cultural safety, decolonized approaches, and trauma-informed practice.
- Minimum five years' experience coordinating projects in community-based settings, with a background in community organizing and working with people who use drugs.

### **Required Competencies:**

- Excellent reading comprehension, verbal communication and basic computer skills.
- Strong understanding of harm reduction and anti-oppression.
- Candidates must be self-motivated, detail-oriented, and highly organized.
- Demonstrated ability to work within a team.
- Ability to work independently.
- Ability to assess priorities.
- Proficiency with Microsoft Office software, Google Drive, and Zoom.

### **General Working Conditions:**

This position requires flexibility, the ability to prioritize workload, and the ability to work in a fast-paced environment where demands and deadlines may change with short notice. Multitasking is a must to meet deadlines, and to support many activities that may occur concurrently or without notice. Experience working remotely and/or in a virtual work environment. Evening and weekend work may be required. Travel may also be required.

If you have suitable qualifications and experience for this position, please send your **cover letter and resume** to [humanresources@drpeter.org](mailto:humanresources@drpeter.org) by **Monday, October 07, 4:00 pm (PST)**.

**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.