



Advice of Position Vacancy

Date:	January 10, 2025
Position Title:	Project Support Consultant
Department:	Frontline Solutions
Reports To:	Manager of Frontline Solutions
Status:	Independent Contract (15 – 20 hours per week) 3-month term with possible 9-month extension 1-year term
Hourly Rate:	\$25.50 - \$27.96 per hour
Closing date:	January 24, 2025. Please send your cover letter and resume to humanresources@drpeter.org

About the Dr. Peter Centre

The Dr. Peter Centre (DPC) 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 DPC 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. To learn more, visit www.drpeter.org/welcome.

Position Summary

We are currently looking for a Project Support Consultant for 3 months with a possible extension of 9 more months to work on the Health Canada's Substance Use and Addictions Program (SUAP) project that DPC has been awarded.

The Project Support Consultant will support the Frontline Solutions Teams in the development and implementation of capacity building and support the harm reduction sector nationwide. This role will support the team manager and project lead with the creation of capacity building resources targeting transitions of care, including regional incubators.

Key Responsibilities

The Project Support Consultant is responsible for the following:

1. Support the creation of capacity-building resources and outputs:
 - Compile Resources include knowledge sharing, and trainings for people transitioning out of treatment programs, service provider needs, and service organization needs.



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- Conduct a scan of knowledge products produced by all DPC capacity-building projects to identify existing lessons learned and sector gaps related to transitional care for people who use drugs.
 - Compile a Master list of “Playbooks” of capacity-building resources organized thematically for service providers and organizations.
 - Support the development of Implementation plan for each Playbook.
2. Support the creation of Regional Transitional Care Incubators outputs:
- Regional Transitional Care Incubators to include trainings; a Community of Practice; Experiential learning; capacity building; national leadership development and mentorship opportunities.
 - Support the development of an outline of a suite of resources and opportunities for incubators.
 - Support the development of an Implementation plan for each Regional Incubator.
3. Other duties as assigned such as:
- Research, compile and provide information and reports as requested by the Frontline Solutions Team.
 - Coordinate calendars for key meetings for the Frontline Solutions Team.
 - Assists in organizing and setting up for events for the Frontline Solutions Team.
 - Record keeping, reporting and gathering information and distribution as required.

Education, Qualifications and Experience

- Bachelor’s degree with 1-3 years of relevant experience in one of the following or related fields: public health, community health, sciences, social sciences, public administration, public policy, sociology, epidemiology.
- Experience in developing capacity-building resources, training programs, and knowledge-sharing initiatives.
- Knowledge of harm reduction sector and current health and social policies nationally, regionally, and locally.
- Strong alignment with the values of the Dr. Peter Centre.
- A candidate with Bilingual, English and French, both oral and writing skills is an asset.

Required Competencies:

The External Consultant must possess the following competencies:

- Excellent proficiency with Microsoft Office software
- Excellent verbal and written communication skills
- Strong decision-making skills and ability to assess priorities
- Results oriented with excellent time management skills



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- Self-motivated, detail-oriented, and highly organized.
- Ability to work independently

General Working Conditions

This position requires multitasking with the ability to prioritize workload in a challenging environment where demands and deadlines may change with short notice. Virtual and remote work with a flexible work schedule is required to meet deadlines, and to support some activities that occur outside normal business hours.

If you have suitable qualifications and experience for this position, please send your **cover letter and resume** to humanresources@drpeter.org by **Friday, January 24, 2025**.

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.