



Advice of Position Vacancy

Date:	July 6, 2021
Position Title:	Knowledge Translation Officer
Posting Number:	2021 - 38
Status:	Temporary full time (1-year contract) – 5 days (35 hours per week)
Closing Date:	Please send your cover letter and resume to humanresources@drpeter.org Position will remain open until filled

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, addictions, 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 Knowledge Translation Officer to join our Knowledge Translation & Evaluation department on a temporary full time basis.

Position Description and Duties

This position reports to the Director of Knowledge Translation & Evaluation and operates within an evaluation and knowledge translation (KT) 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 vaccination confidence.

Key Responsibilities

The Knowledge Translation Officer is responsible for the following:

- Program evaluation for a federal contribution agreement and a series of other grants;
- Working with people with lived and living experience (PWLE) to create knowledge products and training materials;
- Assisting in the coordination of multiple national communities of practice and working groups;
- Creating and updating contracts for external partners;
- Report writing for grant performance reports to funders;
- Designing program evaluation for new grant submissions and drafting grant proposals;
- Researching and compiling evidence to inform training modules and other key documents;
- Reviewing and editing documents (e.g., training modules);
- Stewarding relationships with national partners and stakeholders;
- Drafting research posters and oral presentations for conferences and webinars;
- Liaise with external researchers and other organizations for research and evaluation projects; and
- Assisting in the upkeep of a website for external stakeholders.



Required Competencies

The Knowledge Translation Officer must possess the following competencies:

- Excellent writing, analytical, and critical thinking skills are essential;
- Strong understanding of harm reduction;
- Proven proficiency of professional writing experience including successful proposals or other technical writing experience;
- Candidates must be self-motivated, detail-oriented, and highly-organized;
- Ability to work independently; and
- Ability to assess priorities.

General Working Conditions

This position requires flexibility and 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 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.

Education, Qualifications and Experience

The preferred education, qualifications and experience of the Knowledge Translation Officer are:

- Masters 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; and
- Proficiency with Microsoft Office software.

COVID-19 Restrictions

The Dr. Peter Centre is a long term care facility that is subject to the Single Site Order (SSO) issued by the public health authorities in response to the COVID-19 pandemic.

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.