



## **JOB POSTING: My House Program Specialist**

**(Posted: April 2, 2019; Application Deadline: Position open until filled)**

**Job Title:** My House Program Specialist

**Position Type:** Full-Time (35 hours/week)

**Reporting To:** Men's Health & My House Program Manager

**Compensation Type:** Salary & Benefits

**Location:** York Region

### **Overview**

The AIDS Committee of York Region (ACYR) is a community-based, non-profit organization that provides support, education and promotes access to dignified care for people living with, affected by, and at risk of HIV/AIDS. We are currently hiring a highly motivated team player with excellent communication and community development skills to join our team. The incumbent must have a sound understanding of issues impacting 2SLGBTQ+ community wellness, strong community development skills, and be committed to enhancing health outcomes for marginalized and vulnerable communities.

### **Job Description**

The Program Specialist will support the delivery and expansion of ACYR's My House Rainbow Meeting Spaces (My House) program to enhance health and wellness outcomes, and foster social inclusion and meaningful community engagement opportunities for 2SLGBTQ+ community members in York Region, with a specific focus on youth and older adults/seniors. The incumbent will also work with diverse community-based and health care service providers to advance inclusive and stigma-free service and program delivery for 2SLGBTQ+ communities in York Region. This position will be housed at partner agency locations in York Region and coordinate the delivery of safe and inclusive My House "Rainbow Rooms" (peer-directed programs) and "Rainbow Circles" (staff facilitated programs) in multiple new geographic locations across York Region.

### **Core job duties:**

- Participate in and conduct community outreach efforts (for e.g. community events, networking meetings etc.) to engage socially isolated 2SLGBTQ+ youth and older adults/seniors in My House program offerings and activities
- Plan and coordinate peer-led drop-ins ("Rainbow Rooms") and staff-facilitated knowledge and skills building groups ("Rainbow Circles") for the My House program in several new localities across York Region
- Plan, coordinate and/or facilitate educational workshops on topics such as financial literacy, nutritious cooking and healthy eating, holistic self-care, mental health, sexual health, consent and healthy relationships, and harm reduction to enhance knowledge, life skills, and wellness of 2SLGBTQ+ community members
- Recruit, engage, mentor, and train 2SLGBTQ+ community members in volunteering skills, mentorship skills, and peer leadership skills development opportunities to support ongoing My House program development and delivery
- Refer and connect 2SLGBTQ+ community members to relevant community resources and

information as needed

- Engage key community partners and stakeholder groups in York Region to develop and deliver innovative and relevant My House program activities
- Build strategic partnerships with local community organizations, key stakeholder groups and community alliances in York Region to support expansion and delivery of My House programs

#### **Program Administration and Evaluation**

- Maintain an up-to-date calendar of program activities
- Maintain up-to-date records and monthly statistical information relating to program activities
- Maintain accurate and organized program participation records; ensure files are stored securely and safely to maintain service user privacy and confidentiality
- Monitor programs by tracking program participation data including satisfaction surveys and other evaluation tools
- Update and make recommendations to Program Manager regarding program goals and evaluation
- Inform program participants about their rights and agency policies and procedures; ensure any complaints and incident reports are duly processed
- Monitor and submit receipts for program expenditures
- Support Program Manager and Executive Director with fundraising activities including grant applications and funder reports as needed

#### **Other**

- Adhere to ACYR's policies and procedures
- Participate in professional development activities, staff/team meetings and program meetings as required
- Other duties as assigned by the Executive Director and Program Manager

#### **Qualifications**

- Degree or diploma in the social services, human services, community development, recreation and leisure programming, youth/adult education or equivalent programming and/or community-based work experience.
- Experience working with the 2SLGBTQ+ community and/or marginalized people who are living with HIV/AIDS or Hep C, actively using substances, have mental health challenges, engaged in sex work, are homeless, and/or live in tents/camps
- Understanding of and commitment to harm reduction principles and sex positivity
- Understanding of HIV/AIDS, Hep C, substance use, and social determinants of health
- Not use homophobic, trans-phobic, sexist or racist language, or language demeaning to drug users and/or sex workers
- Ability to maintain a non-judgmental and non-stigmatizing approach
- Ability to work from a trauma-informed, anti-discrimination/ anti-oppressive lens
- Ability to function effectively in difficult and/or crisis situations
- Respectful of people's self-determination abilities
- Self-starter with strong communication skills
- Strong group facilitation skills
- Experience with training, public speaking, and presentations
- Established ability to maintain confidentiality and healthy boundaries
- Demonstrated ability to respect agency policies and protocols

- Ability to work independently and as part of a team
- Good organizational, multi-tasking, and administrative skills
- Competence with computer applications (MS Office Suite) and social media tools
- Familiarity with York Region and knowledge of local resources an asset
- Ability to work outside of regular working hours (evenings and some weekends)
- **Must have regular access to a vehicle, insurance and valid driver's license**
- **Vulnerable sector screening is required**

Please submit cover letter and resume highlighting qualifications and experience by:

- Email to: [info@acyr.org](mailto:info@acyr.org) **with subject line My House Program Specialist Position**  
OR
- Mail to: Hiring Committee, AIDS Committee of York Region, 10909 Yonge Street, Unit #203, Richmond Hill ON, L4C 3E3.

*The AIDS Committee of York Region promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. **We encourage applicants with lived experience of substance use, HIV/AIDS, and/or Hep C.** We also encourage people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities and expression.*

*We thank all applicants. However, only those who are to be interviewed will be contacted.*