



Job Posting Internal/External
Posting Id# 2014-15
Posting Date: July 2, 2014

Community Outreach Coordinator

Reporting to: Community Engagement Supervisor
Bargaining Unit: HSA - AIDS Vancouver Chapter - #849
Benchmark: Program Coordinator 1
Classification Grid: Level 9
Hours: Part Time, 16 hours/week
Days: Various
Union: Health Services & Support Community Subsector Association
Location: Seymour Site
HSA/HEABC ID #: 28011

Position Summary:

The Community Outreach Coordinator implements and oversees the day-to-day operation of the Community Outreach program which consists of the supervision and management of volunteers implementing client care plans and includes the provision of specialized orientation and training, ongoing support, guidance, evaluation and recognition.

Duties:

- Consults with the Community Engagement Supervisor on program issues and directions;
- Works with Volunteer Resources to recruit, select and recognize volunteers to maintain the program;
- Orients and trains program volunteers in addition to developing and revising training materials and processes as required;
- Supervises volunteers by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, and maintaining timekeeping and volunteer records;
- Maintains and prepares a schedule of programs and events for the volunteers in conjunction with the Community Outreach Team Leader;
- Works in collaboration with Case Management to coordinate clients and volunteers to meet both short and long term client care needs, as assessed and referred by Case Management;
- Assigns clients to specific volunteers and supports and monitors the placement;
- Collaborates with the Peer Engagement Coordinator on a shared vision of Peer Engagement;
- Holds monthly Community Outreach Team meetings;
- Stays up to date on developments in HIV/AIDS related issues;
- Compiles qualitative and quantitative statistics and reports related to program services;
- Participates in developing and implementing program work plans;
- Maintains outcome measurement and evaluation plan systems;
- Participates on internal and external committees relevant to program services to increase service accessibility and agency leadership as directed by the Community Engagement Supervisor;

- Participates in professional development opportunities as required;
- Attends meetings as called by the Executive Director and/or the Community Engagement Supervisor when scheduled during regular working hours;
- Complies with agency policies and procedures;
- Performs other duties as assigned.

Qualifications:

Education and Experience:

- Diploma in volunteer management or a related field;
- Two years relevant work experience in a non-profit organization in volunteer management;
- Or an equivalent combination of education, training and experience.

Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing;
- Knowledge of HIV/AIDS and STIs and their impact on the community;
- Ability to work independently and in cooperation with others;
- Knowledge of harm reduction principles and practice;
- Ability to establish and maintain rapport with clients;
- Ability to plan, organize, and prioritize;
- Ability to analyze and resolve problems;
- Ability to supervise;
- Leadership skills;
- Physical ability to carry out the duties of the position;
- Ability to operate related equipment.

Closing Date for applications:

Monday, July 14th, 2014, 4:30pm

Please send cover letter and resume in *one Word or PDF document to:*

Human Resources, AIDS Vancouver: hr@aidsvancouver.org

1107 Seymour Street, Vancouver BC, V6B 5S8

Although we consider every application carefully, only those selected for an interview will be contacted. AIDS Vancouver is an equal opportunity employer and we encourage applications from those of diverse backgrounds (incl. gender, sexual orientation, ethnicity, community origin, and HIV status).