

Canadian Aboriginal AIDS Network Réseau Canadien Autochtone du SIDA రంద్ అంటోంర్ నగంగండి సింగ్రంగాంగాంగం

Canadian Aboriginal AIDS Network Job Posting: Promising Practices Coordinator May 2020

The Canadian Aboriginal AIDS Network (CAAN) provides a National forum for Indigenous Peoples to holistically address HIV and AIDS, HCV, STBBIS, TB, Mental Health and related co- morbidity issues; promotes a Social Determinants of Health framework through advocacy; and provides accurate and up to date resources on these issues in a culturally relevant manner for Indigenous Peoples wherever they reside.

CAAN is accepting applications for a Promising Practices Coordinator. This is a multi-year full-time contract. Reporting to the Director of National Programs, the Promising Practices Coordinator plays a central role in the prevention education and knowledge sharing stream of the organization with the Indigenous communities we serve. This entails developing curriculum and prevention intervention documents that build upon existing CAAN resources (ie. films, research documents and reports, current epidemiological data, and evidence-based health information) as well as facilitating community-based opportunities for knowledge exchange and dialogue.

Location: To be determined

Project Information:

The Promising Practices project provides a series of prevention education tools and resources, as well as activities and events, that support Indigenous communities and stakeholders and respects the dignity, self-determination and value of Indigenous people. The intention of the project is to provide tools and resources to Indigenous people so that they may develop approaches that are of their benefit to improving health outcomes within their communities.

Responsibilities:

- Develop prevention education resources and tools (i.e., Facilitator Guides, Information and FAQ Sheets, Training Manuals, Workshops and Training Seminars, and ready-to-use visual learning aids);
- Utilize existing CAAN resources and gather current best-practice prevention and intervention education material and methodologies to ensure resources are relevant, evidence-based, and culturally appropriate;
- Engage Indigenous community partners and other organizations to ensure learning material perspectives developed are aligned with the CAAN mandate and reflective of our partners need;
- Coordinate the Prevention Education Steering Committee, providing logistical and technical support (i.e. develop committee's foundational documents, meeting agendas and minutes, scheduling of meetings and recruitment plan) to this committee to oversee the development of the prevention education resources and tools;
- Identify, through evaluation analysis, relevant prevention education themes;
- Continuous and consistent monitoring of prevention education material, revising and updating on an on-going basis to ensure relevancy, appropriateness and alignment with current health outcomes;

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- Knowledge sharing and delivery of prevention education material and resources to Indigenous communities and stakeholders and through online learning platforms;
- Provide ongoing support and regular communication to Indigenous community and stakeholders throughout this project;
- Complete monthly and quarterly reports on workplan activities and project outcomes to CAAN Management, Board of Directors and to Membership, with recommendations on projects development; ensuring that CAAN Management has the necessary information to make informed decision regarding this project;
- Contribute to the evaluation process of the project by collaborating with evaluators on evaluation planning, distribution and collection of evaluation data;
- Collaborate with other members of the CAAN programs team for insight, feedback and input into the development of prevention education materials and resources, engage with other CAAN programs and projects for the delivery of this information, and participate in all CAAN events and activities for the promotion of this project;
- Other duties as may be required.

Qualifications and Core Competencies include:

- A university degree in related discipline related to Indigenous health, project management, and with demonstrated experience in community-based education methodologies;
- Direct knowledge of Indigenous issues and experience;
- Demonstrated ability to work effectively and efficiently independently and as part of a team;
- Demonstrated competency in achieving project deliverables in a timely manner, and the ability to receive direction from others;
- Excellent technical writing skills and comprehensive ability to deliver information on multiple levels and to a diverse audience;
- Exceptional communication and problem solving skills that are outcomes based;
- Willing and able to travel as required;
- Applicants of Indigenous heritage are preferred, however all applications will be considered.

To apply: Please email a cover letter and resume to <u>teao@caan.ca</u>. Please address your cover letter to Margaret Kisikaw Piyesis, CEO. No phone calls please. Application Deadline: May 14, 2020

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