

Job Posting

Posting Date: January 9, 2024
Posting Closes: January 31, 2024

Director of Programs and Practice

Position starting by April 1, 2024, funded to March 31, 2025. Strong likelihood of renewal beyond March 2025.

Reporting to: Sarah Chown (she, her, hers), Executive Director
See the last page of this posting for an organizational chart.

Compensation: Annualized pay of \$91,520 to \$98,575.36 per year, based on qualifications and experience (\$55.00-\$59.24 per hour)

HEA BC assessed this role at range 9, with the mid compensation set at \$52.45/hr.

Candidates who are living with HIV, are Indigenous, and/or speak additional languages relevant to the AIDS Vancouver community will be compensated above the starting rate of \$55.00/hr.

Maximum compensation will only be offered to candidates who meet or exceed all of the qualifications of this role.

Hours: 32 hours/week

Schedule: 8:30am – 5pm, Monday – Thursday
1-2 evenings/month (schedule will be adjusted)

Location: 1101 Seymour St.

AIDS Vancouver

AIDS Vancouver is changing our purpose, values, and name in March 2024, after a year-long community process called Vision Our Future. We will remain an HIV-specific organization, with a renewed focus on supporting and empowering our communities, and responding to HIV and HIV stigma. As one of the first HIV organizations in Canada, we are excited to continue our commitment to addressing HIV, even as we update our name, purpose, and values.

As we get closer to our new purpose and brand, our commitment is that the best parts of us will stay the same, and we will meet the challenge of being more accountable to our values, and welcoming to all our communities. In particular, the work we do with HIV-negative people will align with the leadership of people living with HIV, who founded the very concept of prevention.

Program Summary

In addition to providing clinical supervision to 10 case managers and one Manager of Peer Navigation, this position provides leadership to key programs at AIDS Vancouver including:

- The Grocery Program, open to people living with HIV who are in need of additional food to supplement their regular diets. This program opens to clients for approximately 80 days each year, hosts monthly client meetings, is supported by 10-15 volunteers, and conducts an annual grocery survey.
- The Corner, a confidential drop-in program operated in partnership with Vancouver Coastal Health, and the Substance Use Support Group which uses a contingency management approach
- Friends of May pairs passionate volunteers with older adults living with HIV/AIDS. Friends of May offers the chance for cross-generational sharing of knowledge, experiences, activism, companionship, and fun. This program is a new take on past AIDS Vancouver programs known as the Buddy Program and Care Teams.

Position summary, job duties, and qualifications as determined by the collective agreement process are outlined at the end of the posting.

To Apply

People who are part of the communities AIDS Vancouver serves – people living with HIV, Indigenous people, Black people, immigrants, newcomers, and Two-Spirit, queer, and trans people – are encouraged to apply.

Please submit a cover letter and resume by email to [hiring@aidsvancouver.org](mailto: hiring@aidsvancouver.org) by 5pm on January 31, 2023. All information shared in your application will be kept confidential and shared only with the members of the hiring committee.

Hiring Process

The Executive Director will lead the hiring process and review all applications. Interviews will be conducted with additional members of the AIDS Vancouver team, including at least one person living with HIV.

Please let us know about any access needs we can support through our hiring process.

This position is funded to March 31, 2025.

Director of Programs and Practice

HEABC Job Number: 849020

Reporting to: Executive Director

Benchmark: 4080 Program Coordinator/Manager Not Matched

Hours of Work: 32 hours/week

Reporting to the Executive Director, the Director of Programs and Practice will provide social work leadership to AIDS Vancouver, working closely with both the Manager of Peer Navigation Services and the Director of Individual Client Services. As a member of the Leadership Team at AIDS Vancouver, they will be responsible for ensuring all AIDS Vancouver programs align with the organization's mission, vision, values and strategic and operational plans, and where applicable, meet or exceed deliverables agreed upon with funders.

The Director of Practice & Programs will create an environment that supports social work practice among case managers consistent with the Social Work Code of Ethics and Standards of Practice of the BC College of Social Workers. Their two main responsibilities are:

1. providing clinical supervision to all case managers and the Manager of Peer Navigation Services, at a minimum once every two weeks (12 hours/week), and
2. providing leadership on all programs and community events at AIDS Vancouver, including the Grocery Program, The Corner, Friends of May, and peer-led group programs (20 hours/week)

This position will support collaboration and teamwork with Individual Client Services, including facilitating two-way referrals, and developing individualized strategies to support clients with higher levels of needs to participate in group programs where appropriate.

In collaboration with the Director of Individual Client Services, the Director of Programs & Practice will take a systems approach to addressing consistent areas of need among case managers and offer appropriate training, skill building, collective care, or workflow changes as needed.

The Director of Practice & Programs will work with external partners and service providers to strengthen and promote AIDS Vancouver's programs, ensuring they respond to current needs. This role includes management functions including hiring, training, and orientation, budget development and monitoring, performance management and evaluation (excluding anyone they provide clinical supervision), scheduling, and safety and occupational health.

Duties:

- Consults with the Executive Director on program issues and directions;
- Hires, orients trains and supervises all program staff
- Conducts performance appraisals for direct reports
- Responsible for performance management, discipline, and termination of staff in this service area

- Ensures that AIDS Vancouver's programs and groups reflect community expertise, wise practices, GIPA/MIPA, and Indigenous approaches
- Ensures maximum opportunities for community involvement in all aspects of program development, including the design, implementation and evaluation of programs and services;
- Collects, compiles, and reviews reporting requirements, including integrating this information into program decision making
- Co-develops and independently monitors work plans and budgets to support the strategic plan;
- Provides clinical supervision to the Case Management team according to established clinical supervision guidelines and best practice
- Monitors and reviews case manager's clinical work, providing input into performance management and annual reviews conducted by the Director of Individual Client Services
- Enacts sex-positive, harm reduction, and anti-oppression approaches, including GIPA/MIPA and decolonization
- Maintains and strengthens existing community partnerships and stakeholder relationships, and actively seeks new ones to better serve the organization's clients
- Maintains current knowledge of HIV including GIPA/MIPA, prevention, treatment, harm reduction, antiretrovirals, resources, and social services
- Assists with developing funding proposals as needed
- As a contributing member of the leadership team:
- Develops, implements, and evaluates work standards, policies, and systems in accordance with all applicable federal, provincial and local standards, guidelines and regulations including facility policies and procedures
- Implements the collective agreement, Employment Standards Act, and all relevant legislation and organizational policies
- Represents the Employer in Labour Management Committees/Meetings as needed
- Conducts quality and risk management activities
- Participates in professional development;
- Participates on Labour Management Committees representing the employer, as a member of the leadership team.
- Complies with, and ensures compliance with, agency policies and procedures and all relevant legislative requirements relevant to programs and services;
- Performs other related duties as required.

Qualifications

Education and Experience:

- Experience living with HIV is considered an asset
- Completion of a Master's degree in Social Work
- Degrees in Allied Health disciplines (e.g. clinical psychology, psychiatric nursing) will be considered
- Preference for candidates who are registered with a College (AIDS Vancouver covers the cost of annual registration for employees that require a registration)
- Minimum 5 years working with people living with HIV in a setting with a greater/meaningful involvement of people living with HIV framework (or similar)
- Minimum 5 years coordinating and/or managing social service and/or community health programs
- Minimum 2 years experience managing staff in a nonprofit and/or collective agreement environment
- Education and/or training related to cultural safety and competency specific to communities most impacted by HIV (including Indigenous people, queer and trans communities, sex work)
- Experience compiling funder reporting
- Experience managing human resources, budgets, and complex programs and projects
- Training related to cultural safety and competency specific to communities most impacted by HIV (including Indigenous people, queer and trans communities, sex work, people who use [currently illicit] drugs)
- High degree of familiarity with government systems and community resources

Skills and Abilities:

- Strategic thinker with proven leadership abilities;
- Strong, effective and responsive interpersonal skills to communicate with service users, staff, volunteers, peers, professional and community colleagues;
- Excellent organizational, written and oral communication skills;
- Able to balance attention to detail with big-picture thinking;
- Able to participate as an active member of a proactive leadership team;
- Capacity to work under minimal supervision and to respond effectively under short deadlines;
- Ability to supervise and motivate staff;
- An energetic and ethical approach to work;
- Strong computer literacy, including in a Microsoft Office/365 environment;
- Experience with Penelope case management software and Payworks is considered an asset

- Ability to use a smartphone
- Physical ability to carry out the duties of the position: computer/office work
- Cultural responsiveness and humility in working with communities most impacted by HIV
- Knowledge of HIV/AIDS, STIs, and related social, political, and care issues and their impact on the community
- Capability to analyze and resolve problems, including seeking appropriate guidance
- Leadership skills
- Capability to work independently and in cooperation with others
- Capability to plan, organize, and prioritize
- Capability to work in a high demand work environment
- Capability to establish and maintain rapport

