



**BLACK COALITION FOR AIDS PREVENTION**  
Posting  
Harm Reduction Coordinator

**Position Type: Outreach**  
**Approximate Salary: \$22.03/hour**  
**Department: Outreach/Prevention**

**Supervised by: Program Director**  
**Days per week: 5 (37.5 hours per week)**  
**Years of Experience: 2 years**

The Black Coalition for AIDS Prevention (Black CAP) is a non-profit, community-based organization that serves Toronto's diverse African, Caribbean and Black (ACB) communities. The mission of the agency is to reduce the transmission of HIV within Toronto's Black communities while enhancing the quality of life of those living with or affected by HIV/AIDS. Our approach to services recognizes that holistic approaches are required as we work with people who are living with, or at risk for, HIV. Black CAP is an inclusive space that provides services to a diverse ACB population that includes newcomers, LGBTQ communities, youth, and other at-risk populations. Operating in downtown Toronto, we are supported by a broad range of government and foundation funders. As an employer we also offer competitive compensation, a comprehensive health benefits plan, an Employee Assistance Program, annual RRSP contributions and access to a wellness program. To learn more visit us at [www.blackcap.ca](http://www.blackcap.ca) or on social media (Facebook and Twitter) at @BlackCAPTO.

**Position Summary:**

We are seeking a Harm Reduction Outreach Coordinator responsible for managing Black CAP's Harm Reduction (HR) Program. The individual must have experience working in, and preferably managing, a harm reduction program and effectively overseeing a team in a harm reduction setting. Black CAP's HR Program conducts prevention and education outreach to a range of clients including youth, adults, clients living with HIV/AIDS and LGBTQ people in areas of Toronto where there are geographic and social concentrations of African, Caribbean and Black (ACB) people.

The Coordinator will play a role in strengthening Black CAP's response to substance using communities and increasing levels of awareness of drug prevention and harm reduction for our clients, staff and community partners. The HR Coordinator will supervise one part-time peer educator who will assist in HR outreach activities and will help to supervise placement students completing their practical experience in the agency. The Coordinator also works collaboratively with other members of Black CAP's prevention/outreach team and other Black CAP staff and volunteers to achieve the objectives of the program/mission of Black CAP.

**\* Please note that we strongly encourage candidates from Toronto's African, Caribbean or Black communities who bring lived and/or employment experience in relation to substance use/harm reduction. Candidates unable to demonstrate this experience will not be considered. We also strongly encourage applicants who are living with HIV to consider this role.**

Key **responsibilities** of this position include:

- Coordinate weekly harm reduction outreach sessions in northern Etobicoke, Malvern and southern Scarborough.
- Manage and coordinate the delivery of workshops to adult and youth participants in areas related to harm reduction, substance use, drug prevention and the links between substance use and risk of HIV.
- Conduct outreach and facilitate partnerships with organizations serving Toronto's African, Caribbean and Black (ACB) substance using communities and relevant organizations such as Toronto Public Health, the Harm Reduction Task Force, etc.
- Supervise a peer educator responsible for harm reduction outreach in ACB Trans communities.
- Train, recruit and support three peer volunteers to conduct outreach.
- Co-coordinate a monthly after-hours drop-in sessions for ACB substance using population.
- Develop HR outreach materials.
- Conduct appropriate follow-up and complete monthly/annual reports.
- Attending twice monthly staff meetings and trainings.
- Evaluate program related activities and complete regular reports.
- Collaborate with members of Black CAP's prevention/outreach team.
- Other duties as assigned.

We are seeking an individual with the following **qualifications**:

- Firm understanding of Harm Reduction models/frameworks and knowledge of substance use in diverse ACB communities.
- Knowledge of HIV/AIDS, STIs and sexual health issues and the impact of HIV/AIDS in Toronto's ACB communities with excellent skills and knowledge of community resources and supports.
- Comfort conducting outreach, education and the exchange of harm reduction supplies in a range of neighbourhoods across the city. Ability to lead and motivate teams of volunteers and students in conducting outreach and education.
- Experience in building awareness of harm reduction, HIV and STIs in Toronto's ACB communities.
- Experience delivering harm reduction programming for women and sexual minority communities.
- Knowledge of, and relationships within, Toronto's harm reduction service delivery system.
- The ability to design, deliver and evaluate workshops and familiarity with adult education models.
- Ability to work and operate in an environment using anti-racism and anti-oppression frameworks.
- Ability to accept feedback and take initiative as well as work independently and cooperatively with staff and volunteers in a culturally diverse environment.
- Degree/Diploma/Certificate in Social Sciences and/or a combination of education and experience.
- Strong written and oral communication skills.
- Strong organizational skills and the ability to multi-task and prioritize.
- Demonstrated ability to meet targets, deadlines and manage multiple activities.
- Self-motivated and able to work effectively under pressure while maintaining a positive and friendly attitude as you deal with multiple personalities, projects and deadlines.
- Knowledge of MS Office (Microsoft Word, Excel and Power Point), internet and email are essential.
- Willingness to work flexible hours including weekdays, evenings and weekends.
- The ability to speak a language other than English is an asset.

This is a bargaining unit position reporting to the Program Director. The position is subject to a 3 month probationary period. We thank all applicants; however only those selected for interviews will be contacted.

Deadline for applications: September 7, 2018 at 5 pm	Please forward resume to: Shannon Ryan 20 Victoria St., 4 <sup>th</sup> floor email: <a href="mailto:hire@black-cap.com">hire@black-cap.com</a> fax: 416-977-7664
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