



Improving the Sexual Health of East & Southeast Asians

JOB POSTING

SUPPORT PROGRAM COORDINATOR

Application Deadline: November 17, 2019 (11:59 p.m.) **Hours: Full-time (35 hrs/week)**

Interview Date(s): November 20-25, 2019

Orientation: During the week of December 4-20, 2019

Starting Date: January 02, 2020

Responsibilities

- Coordinate, implement, and evaluate Support Program for people living with HIV/AIDS (PHAs) and their families
- Provide client services including lay-person counseling, non-clinical case management, service advocacy, referral, coordination of practical assistance and services, health promotion activities, and client social
- Community relations: network and outreach to organizations, existing network, health institutes such as HIV clinics, hospitals, and HIV doctors to make sure they are aware of ACAS support services
- Engage PHAs for capacity building by encouraging them to participate in training, conferences, research, volunteer and board governance
- Supervise, support, and evaluate volunteers
- Keep program statistics, and clients' files in good order and up to date
- Collaborate with other ACAS programs to promote GIPA (Greater Involvement of People Living with HIV/AIDS) and Poz Prevention
- Participate in professional development training as needed

Qualifications

- College or university education or 2-3 year work experience in social work, social services
- Familiarity with or lived experience in the East and Southeast Asian Canadian communities, especially with issues faced by PHAs
- Thorough understanding of ACAS mission, AIDS stigma and discrimination, LGBTTIQ issues, healthy sexuality, mental health, and harm reduction principles and practices
- Experience in non-clinical case management and available health resources in the GTA
- Strong program management, community development, and volunteer management
- Excellent interpersonal, communication and organizational skills
- Self-directed, willingness to work flexible hours
- Demonstrated commitment to anti-homophobia, anti-oppression, and healthy sexuality principles
- Ability to work as part of a team and independently
- Fluent in Mandarin language is a must
- Computer skills: MS Office, and social media (an asset)

Please send a cover letter, resume with 2 references by email to:

Subject: Support Program Coordinator Job
Hiring Committee - Asian Community AIDS Services
Email: officeadmin@acas.org

We regret to inform you that we will only contact candidates selected for interviews.

ACAS supports employment equity. People from the East and Southeast Asian Canadian communities, people living with HIV/AIDS are encouraged to apply.