



COORDINATOR, TESTING AND CLINICAL CARE INITIATIVES

REPORTS TO: Lead, Testing and Clinical Care Initiatives
STATUS: Permanent, full-time (35 hours/week)
LOCATION: 1300 Yonge Street, Toronto, ON

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The Coordinator, Testing and Clinical Care Initiatives under the direction of the Lead, Testing and Clinical Care Initiatives, plays a key role in coordinating activities that will contribute to increasing the diagnosis and linkage to treatment and care of people living with HIV in Ontario. Responsibilities include support of the Ontario HIV Clinic Network (OCN), the growth and coordination of the Ontario HIV Residency program, and support of incubator programs to test new initiatives in HIV testing and care. The incumbent is responsible for the coordination of quarterly OCN meetings, annual knowledge exchange events, quarterly survey data collection and reporting, and providing ongoing support to implement innovative projects to improve the HIV treatment and care cascade across Ontario.

Ontario HIV Clinic Network (OCN) Coordination

- ✓ Coordinate quarterly meetings with HIV outpatient clinics across Ontario; coordinate logistics and circulate agenda and materials. Record, transcribe and distribute minutes of meetings.
- ✓ Coordinate quarterly OCN surveys and collate and analyze the data to produce quarterly and annual reports.
- ✓ Coordinate and support yearly meetings of the Pharmacy groups.
- ✓ Coordinate and support the annual OCN Education Day and biennial Endgame conference, as required.
- ✓ Support additional Knowledge Translation activities that disseminate evidence-informed recommendations that will support and advocate for high-quality and sustained care for people living with and affected by HIV.
- ✓ Coordinate networks of stakeholders working towards identical objectives, as needed, to identify possible links and areas of collaboration.
- ✓ Where appropriate, encourage collaboration between stakeholders to increase impact.

Knowledge Sharing

- ✓ Maintain guidelines relevant to the health care sector, including the Ontario Clinical Guidelines (including OCC) and update periodically as new evidence becomes available both in hard copy and online formats.

- ✓ Liaise with network members to capture latest updates and ensure that HIV care in Ontario is evidence-informed.
- ✓ Work with the Communications team to produce fact sheets and other KTE products to promote Ontario's Clinical Care Guidelines, and other findings related to HIV testing, and linkage to care.
- ✓ Provide expertise and guidance for stakeholders seeking to establish supervised injection services, and/or HIV testing programming in Ontario.

Research and Program Development

- ✓ Translate information discussed in OCN, and other network meetings into potential small-scale research opportunities to improve program efficiency, or contribute further supporting evidence.
- ✓ Coordinate grant and ethics applications to support incubator projects as required.
- ✓ Support the implementation for projects that support the OHTN's objectives and goals.
- ✓ Coordinate handover of incubator projects to new site staff, manage reporting requirements and evaluations as required.
- ✓ Coordinate the expansion of HIV Residency opportunities to Ontario Medical Schools, develop and support ongoing training and learning opportunities among healthcare providers.
- ✓ Create and maintain user-friendly instructions to support HIV sector professionals to apply for training opportunities.
- ✓ Support the Lead, Testing and Clinical Initiatives in the expansion of testing initiatives in Ontario.
- ✓ Maintain and organize record keeping system for OHTN funded incubator projects.

ABOUT YOU

- ✓ Master's degree (or equivalent experience) in a relevant field
- ✓ Minimum of 2 years of demonstrated relevant experience in project coordination and/or administrative support
- ✓ Knowledge of HIV research or health related research
- ✓ Understanding of health issues specific to the OHTN priority populations preferred
- ✓ Experience with research ethics applications and processes
- ✓ Experience with grant applications and processes
- ✓ Proficiency in Microsoft Office Suite
- ✓ Previous work or volunteering experience within the HIV or health sector preferred

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohntn.on.ca

- Please use the "**Coordinator, Testing & Clinical Care Initiatives**" as the subject line
- Your cover letter and resume should be attached as a single PDF file and named "**Full Name – Job Title**"
- Please outline your salary expectations in your cover letter

APPLICATION DEADLINE: FRIDAY, APRIL 26, 2019

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

The OHTN is committed to employment equity and to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We encourage applications from persons living with HIV/AIDS and people with culturally diverse backgrounds to join our team.

We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the hiring process, we will work with you to meet your needs.