



## PROJECT LEAD, HIV TESTING

**REPORTS TO:** Director, HIV Care Cascade Initiatives  
**STATUS:** Permanent, full-time – Hybrid Position  
**SALARY RANGE:** \$67,897.60 to \$83,505.48  
**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 Project Lead, HIV Testing (Grade III) supports the delivery of OHTN's provincial HIV testing projects and Initiatives by coordinating day-to-day planning, implementation, and reporting activities. Working closely with internal and external interest holders, the role operationalizes established workplans, coordinates project deliverables and timelines, supports data collection and evaluation activities, and contributes to efforts to improve HIV testing pathways and outcomes aligned with OHTN priorities. We offer a Defined Benefit Pension Plan, health and dental benefits, generous paid time off, professional development funding, and a hybrid work arrangement. The OHTN offers health and dental benefits, participation in a defined pension plan (HOOPP), generous paid time off, professional development funding, and a hybrid work arrangement. This is also a unionized position.

### JOB RESPONSIBILITIES

#### Program Planning and Coordination

- Coordinates the identification of issues to inform agenda and programs related to HIV testing
- Contribute to planning and coordination of meetings of committees, working groups, and networks.
- Assists the maintenance of regular review of, and updates Ontario's Guidelines for Providers Offering HIV Testing (OHTG) and other associated clinical guidelines
- Coordinates HIV testing educational and training activities
- Contributes to the development, maintenance and updates of existing HIV testing websites and resources

#### Partnerships and Sector Engagement

- Supports collaboration with clinicians and external interest holders to identify and plan activities that will increase access to guideline-based status-neutral HIV testing in communities at increased risk of HIV, including training for clinicians
- Assists the engagement of clinicians and external interest holders to identify current and emerging barriers and issues related to HIV testing, and implement strategies to remedy these

#### **Research, Incubator Initiatives, Monitoring, and Evaluation**

- Contributes to the monitoring and evaluation of HIV testing research projects, and the scale-up of these projects in Ontario clinics

#### **Knowledge Sharing, Reporting and Products**

- Liaises with clinicians, external interest holders, to capture and disseminate HIV testing trends and updated evidence
- Develops strategies to promote and disseminate HIV testing guidelines
- Collaborates with the Communications team, other internal OHTN teams, and clinicians and interest holders to support the development of HIV testing fact sheets, webinars, and other knowledge sharing products
- Contribute as required to the development of reports, project milestones and deliverables
- Supports the development of presentations, research reports, and peer-reviewed publications
- Delivers knowledge-sharing presentations, including recruitment of speakers as appropriate
- Represent the OHTN at conferences, including dissemination of OHTG, and other associated testing guidelines and resources

### **ABOUT YOU**

- Masters degree (or equivalent education and experience) in a relevant field such as health sciences, social sciences, public health, health policy or a related field
- Minimum of 3 years of demonstrated relevant experience within the HIV or health sector
- Knowledge of HIV and sexually transmitted blood-borne infections (STBBIs) and related sexual and/or mental health issues experienced by peoples living with, or at risk of HIV, including the principles of MEPA / GIPA
- Demonstrated understanding, and experience in program and project development and evaluation related to the HIV care cascade, including HIV testing
- Strong communications skills and ability to adjust communications for various audiences, including health-care and other service providers, and high-level government officials
- Strong problem-solving, and organizational skills
- Strong project management skills, with the ability to manage numerous projects and shifting priorities simultaneously
- Highly motivated, self-directed, and detail-oriented individual with the ability to multi-task, prioritize, and meet tight deadlines in a high demand environment
- Strong team player who with the ability to work as part of a strong, supportive, affirming team driven by values of collaboration, partnership, and ongoing community development

- Excellent interpersonal and communication skills to work effectively with in-house and remote teams
- Strong writing skills and demonstrated ability to write in plain language that aligns with needs of target audience
- Experience with ethics applications and processes an asset
- Strong PC skills (MS Office – Word, Excel, Publisher, PowerPoint, Outlook, Teams; Zoom)
- Being a member of, or being in a position to become a member of a related self-regulating college (ex: College of Nurses, College of Physicians and Surgeons, Ontario College of Social Workers and Social Service Workers) will be considered an asset

## HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to [careers@ohln.on.ca](mailto:careers@ohln.on.ca)

- Please use “**2026.01 – Project Lead, HIV Testing**” as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

## **APPLICATION DEADLINE: JANUARY 23, 2026**

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.

*We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.*

*We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.*