Lead II – SPECIAL CLINICAL CARE PROJECTS

REPORTS TO:	Director, HIV Care Cascade Initiatives
STATUS:	Fixed term contract, Full-time - 2 years
LOCATION:	1300 Yonge Street, Toronto, ON (Hybrid)
BROADBAND SALARY RANGE:	Grade 4: $79,567 to $97,857 annually (FTE)
HIRING ZONE:	$79,567 to $84,413
VACANCY TYPE:	New Position
EMPLOYEE GROUP:	OPSEU Local 5120

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 Lead II, Special Clinical Care Projects, supports the development, implementation and expansion of priority clinical care initiatives within OHTN's HIV Care Cascade portfolio. Reporting to the Director, HIV Care Cascade Initiatives, the role is responsible for coordinating and advancing time-limited and emerging clinical care projects designed to strengthen access to high-quality, evidence-informed HIV care and improve outcomes for people living with HIV.

The Lead II will have significant project-management responsibilities and will work closely with clinicians, health-system partners and other external interest holders to support implementation and scale-up of clinical care initiatives. The position will also coordinate and support a community of practice focused on strengthening clinical care, facilitating collaboration, sharing emerging evidence and promising practices, and supporting implementation across participating organizations.

The role contributes to broader HIV care cascade priorities, including efforts to improve engagement and retention in care, treatment outcomes and quality of life for people living with HIV. The OHTN offers health and dental benefits, option of participation in a defined pension plan (HOOPP), generous paid time off, professional development funding, and a hybrid work arrangement.

KEY RESPONSIBILITIES

Project Planning, Coordination and Implementation

- Leads the planning, coordination and implementation of assigned special clinical care projects and initiatives within the HIV Care Cascade portfolio.
- Develops detailed project plans, work plans, implementation schedules, milestones and deliverables for assigned projects.
- Coordinates project activities across internal teams, clinicians, and other external partners to support effective and timely implementation.
- Tracks project progress against established objectives, timelines and deliverables and identifies implementation issues, risks and emerging needs for discussion with the Director.

- Supports the implementation and expansion of evidence-informed clinical care services, models and interventions across participating organizations and clinical settings.
- Ensures assigned project activities are informed by relevant data, research, clinical evidence and the lived experiences of people living with HIV.

Community of Practice

- Coordinates and supports a clinical care community of practice involving clinicians, service providers, community organizations and other relevant partners.
- Plans and facilitates community of practice meetings, working sessions, learning opportunities and other collaborative activities in conjunction with the Director and participating partners.
- Develops meeting agendas, materials, and follow-up activities to support effective participation and progress on identified priorities.
- Facilitates the exchange of knowledge, promising practices, emerging evidence and practical implementation experience among community of practice members.
- Supports the identification of shared challenges, learning needs, resource gaps and opportunities for collaborative action.
- Coordinates the development of tools, resources, presentations or other products arising from community of practice activities.
- Maintains regular communication with participating members and supports continuity between meetings and project activities.
- Documents key discussions, decisions, emerging issues and implementation learnings and communicates relevant findings to the Director and other internal teams.

Partnerships and Sector Engagement

- Develops and maintains effective working relationships with clinicians, clinics, community-based HIV organizations, health-system partners and other external interest holders involved in assigned projects.
- Works collaboratively with external partners to plan, implement and evaluate clinical care initiatives.
- Builds collaborative relationships that support project implementation, knowledge exchange and shared problem-solving.
- Represents assigned OHTN projects at external meetings, working groups, communities of practice and other forums, as appropriate.
- Works closely with internal OHTN teams to support alignment between clinical care projects and related prevention, testing, evidence, research, data and knowledge-sharing activities.

Monitoring, Evaluation and Continuous Improvement

- Supports the development of appropriate objectives, indicators and measures for assigned projects and implementation activities.
- Coordinates the collection and synthesis of project information required to monitor implementation, participation, progress and outcomes.
- Tracks project milestones, deliverables and implementation outcomes and prepares regular updates for the Director.
- Works with internal and external partners to identify implementation learnings, gaps and opportunities for continuous improvement.

- Supports evaluation and needs-assessment activities related to special clinical care projects.
- Analyzes qualitative and quantitative project information and summarizes findings to support project refinement and decision-making.

Clinical Care Resources and Knowledge Sharing

- Develops, adapts and maintains resources, implementation tools and other materials required to support clinical care projects.
- Supports the review and dissemination of relevant clinical care evidence, guidelines, resources and promising practices.
- Works with clinicians and other subject-matter experts to ensure project resources reflect current evidence and practice.
- Collaborates with OHTN Communications and other internal teams to develop webinars, presentations, learning sessions, reports and other knowledge-sharing products.
- Supports the dissemination of project findings, lessons learned and promising practices to relevant clinical and community audiences.
- Contributes to presentations, reports, research products and other materials arising from assigned projects.

Reporting and Organizational Collaboration

- Prepares project reports, briefing materials, status updates and other documentation for the Director and other internal audiences.
- Contributes information and project updates required for OHTN program planning, reporting and funder deliverables.
- Works collaboratively with colleagues across OHTN to coordinate activities and support alignment of assigned projects with broader organizational priorities.
- Participates in relevant internal and external committees, working groups and project teams.
- Supports the Director with environmental scans, consultations and other project-development activities related to emerging clinical care priorities.
- Performs other related duties consistent with the scope and level of the position.

ABOUT YOU

- Master's degree (or equivalent combination of education and experience) in a relevant field such as health sciences, nursing, public health, health policy, social sciences or a related discipline.
- Minimum 5 years' relevant experience in the HIV and/or broader health sector, including experience supporting clinical, health-service or health-system initiatives.
- Demonstrated experience planning and managing complex projects involving multiple partners, deliverables and timelines.
- Experience supporting the implementation or expansion of clinical services, health programs or evidence-informed interventions.
- Experience coordinating or facilitating communities of practice, professional networks, working groups or other collaborative learning initiatives is an asset.

- Strong understanding of HIV clinical care and the HIV care cascade, including engagement in care, treatment, retention and re-engagement.
- Strong knowledge of HIV and STBBIs and the clinical, social and structural issues affecting people living with or at risk of HIV.
- Understanding of MEPA/GIPA principles and demonstrated ability to support meaningful engagement of people living with HIV.
- Demonstrated ability to work effectively with clinicians, community organizations, service providers, researchers and other diverse partners.
- Experience translating evidence, research or clinical guidance into practical implementation activities, resources or tools.
- Strong facilitation and relationship-management skills, including the ability to support productive collaboration among partners with different roles and perspectives.
- Strong analytical, problem-solving and organizational skills, with the ability to identify project risks, implementation barriers and practical options for addressing them.
- Proven project management ability, including managing multiple projects and shifting priorities in a fast-paced environment; self-directed, detail-oriented and able to meet tight deadlines.
- Excellent written and verbal communication skills, including experience preparing reports, briefing materials, presentations, implementation resources and other knowledge products.
- Strong computer skills, including Microsoft Office applications and other tools used for project coordination, presentations, surveys and collaborative work.

WHY WORK WITH OHTN

Defined Benefit Pension (HOOPP)

Eligible employees can participate in the Healthcare of Ontario Pension Plan (HOOPP), a defined benefit pension plan that provides predictable retirement income for life. Eligibility begins on your date of hire as a full-time employee.

Benefits and Wellness

Employees and their eligible dependents have access to a comprehensive employer-paid benefits program, including extended health, dental, and life insurance, and a 24/7 Employee Assistance Program (EAP).

HOW TO APPLY

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

- Please use “2026.21– Lead II – Special Clinical Care Projects” as the subject line.
- Your cover letter and resume should be attached as a single PDF file.

APPLICATION DEADLINE: November 10, 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. Salary placement will be determined in accordance with the applicable collective agreement. Artificial intelligence may be used in the screening of applications.

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.