

CONTRACTOR WANTED

Start Date:	December 1, 2024, to March 31, 2025
Position Title:	Indigenous with Lived Experience Contractor
Project:	PHAC-CAAN
Job Posting:	2024-58
Status:	Temporary Part-Time Contractor – 55 Hours per Month
Closing Date:	Please send your cover letter and resume to humanresources@drpeter.org
Rate of Pay	\$40.00 per hour

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for an Indigenous with Lived Experience Contractor to join our PHAC CAAN: The Canoe Project Team on a Temporary Part-Time Contractor basis.

Position Description and Duties

The ideal candidate will have Indigenous world views, cultures and values with strong connections to First Nations, Metis and/or Inuk (Inuit) communities. This Indigenous with Lived Experience Contractor will play a key role in facilitating learning opportunities and developing resources for the PHAC CAAN: The Canoe Project. Obligations include collaborating with the Project Lead to conduct training sessions, coordinating community of practice meetings, co-managing unique databases and ensuring indigenous lived experience perspectives are integrated into all the project deliverables.

Key Responsibilities

The Frontline Solution, Indigenous Lived Experience Contractor is responsible for the following:

- Providing support to ensure efficient operation of the project
- The prompt completion and submissions of confidential, time sensitive materials.
- The preparation and distribution of meeting minutes, agendas, and other meeting materials such as reports etc.
- The maintenance of virtual and manual filing systems.
- The facilitation of various correspondence and document reporting.
- The development of updated systems to increase efficiency.
- The development and maintenance of the projects contemporary Contact Relationship Database for streamlined communication.
- Assistance with the design, creation and maintenance of communication projects including website, newsletters, annual reports, and other materials

- Assistance with multiple projects and research activities when needed.

Core Competencies

Candidates must possess strong acumen in following areas of competencies:

- Exhibits strong collaboration skills with a flair of creativity and is passionate about working alongside diverse communities.
- Excellent time management skills and ability to multi-task.
- Excellent writing skills.
- Detailed oriented with an aptness to problem-solve.
- Excellent written and verbal communication skills
- Proficient in Microsoft Office 365.
- Strong organization and planning skills

Considerations

- Preference will be given to qualified candidates with lived experience who identifies as Indigenous, descended from the original inhabitants (the first peoples) of Turtle Island now known as Canada, and have worked in remote communities.

General Working Conditions

This position requires flexibility and the ability to prioritize workload, and the ability to work in a fast-paced environment where demands and deadlines may change with short notice. Multitasking and flexibility are required to meet deadlines, and to support many activities that may occur concurrently or without notice. Evening and weekend work may be required.

COVID-19 Restrictions

The Dr. Peter Centre is a long-term care facility that is subject to the Single Site Order (SSO) issued by the public health authorities in response to the COVID-19 pandemic.

Note: We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.