



Advice of Position Vacancy

Date:	January 30, 2025
Position Title:	Day Health Program Coordinator
Department:	Day Health Program
Reports To:	Director of Campus of Care
Status:	Permanent full time with 8:30am – 4pm work hours (M-F)
Hourly Rate:	\$84,728 to \$101,751 annually
Closing date:	Position remains open until filled. Please send your cover letter and resume to humanresources@drpeter.org

About the Dr. Peter Centre

The Dr. Peter Centre (DPC) 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 DPC 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. To learn more, visit www.drpeter.org/welcome.

Position Summary

Under the direction of the Director of Campus of Care, the Coordinator of the Day Health Program is responsible for the support and direction of the Day Health program interdisciplinary Team.

Direct Reports: Day Health Clinical Staff including Art Therapists, Recreation Therapists, Counsellors, and Music therapists.

Key Responsibilities

The Coordinator of the Day Health Program is responsible for the following:

- Hiring, supporting and supervising staff in the Day Health Program including Therapies and Counselling.
- Screening and delegating the supervision of students.
- Delegating the support of volunteers within the program.
- Managing the budget related to Equipment and Supplies.
- Scheduling staff (with assistance of AO) and managing leaves.



Dr. Peter Centre

- Safety and maintenance of the various areas (Art Studio, Music Studio, Fitness room and Counselling rooms).
- Coordinating Participants admission to the Day Health Program.
- Regularly acts as Team Leader.
- Acts as a Liaison with other Departments.
- Other duties as assigned.

Education, Qualifications and Experience

The preferred education, qualifications and experience of the Day Health Coordinator are:

- Diploma or Degree in a related discipline.
- 2 years supervisory experience.
- Experience and education in HIV/AIDS, multi-diagnosis care, mental health or substance use settings is an asset.
- Skills in conflict resolution, behavior management, and restorative justice.
- Understanding of challenges experienced by individuals living with HIV and significant health and social issues, including homelessness, mental illness, trauma, substance use, poverty, and social isolation is preferred.

General Working Conditions

This is a full-time position with an annual pay rate range of \$84,728 to \$101,751. 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 a must in order to meet deadlines, and to support many operational functions/activities that may occur concurrently or without notice. An understanding of the importance of maintaining the confidentiality of sensitive employee/client information is necessary.

If you have suitable qualifications and experience for this position, please send your **cover letter and resume** to humanresources@drpeter.org

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.