

Advice of Position Vacancy

Date:	July 22, 2024
Position Title:	Knowledge Translation Lead
Annual Salary:	\$63,700 to \$69,829 plus benefits
Status:	Temporary Full Time – 35 hours per week until October 31, 2024 and then Part-time until March 31, 2025
Closing date:	August 1, 2024. Please send your resume and cover letter to humanresources@drpeter.org

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 a Knowledge Translation Lead to join our Knowledge Translation Team on a Temporary full-time basis until October 31, 2024 moving to Part-Time until March 31, 2025.

What you bring:

You are a mission-driven, highly motivated self-starter who is passionate and enthusiastic about social justice issues. You bring 5+ years coordinating projects in community-based settings and thrive in a fast-paced environment where every single day brings something different!

You are aligned with our organizational values of Integrity, Humanity, Authenticity, Inclusivity, and Tenacity. As a member of our Knowledge Translation and Evaluation (KTE) team, you will support capacity building and knowledge exchange initiatives with national and international partners and stakeholders related to harm reduction services, such as supervised consumption services and iOAT (injectable opiate agonist treatments), Indigenous harm reduction and hepatitis C. You will work with national frontline organizations to build awareness of the importance of all public health recommended vaccinations. This position reports to the Manager of Knowledge Translation and Evaluation.

Key Responsibilities:

The Knowledge Translation Lead will lead the Dr. Peter Centre's federally funded Projects. Responsibilities include the following:

- With support from the Administrative Coordinator, develop and maintain a project management system, coordinate project team members, and ensure project deliverables are met;
- Steward relationships with national partners and stakeholders, including front-line organizations participating in capacity-building trainings and a national community of practice;
- With support from the KTE Team Members and Living Experience Consultants, plan, organize and host national community of practice videocalls for front-line organizations;
- Providing direction and support to Project Consultants, including organizing individualized meetings, assigning tasks, and troubleshooting issues as they arise;
- Assist with the coordination of virtual and in-person incubator working groups on key policy and practice issues related to SCS/OPS/UPHNS and vaccine confidence with the KTE Team and Project Consultants, including co-developing agendas, co-facilitating meetings, assigning tasks, and ensuring project deliverables are met;
- Co-design and implement a training program to promote mental health and trauma informed care for Frontline Service Provider;
- With support from the KTE Manager, Team Members and Project Consultants, develop and lead harm reduction trainings for front-line organizations to reduce stigma and improve trauma-informed response to the toxic drug supply crisis;
- Consulting with the external evaluator to develop an evaluation plan and tools, and facilitate evaluation activities as required by the project;
- With support from the external evaluator and KTE Administrative Coordinator, develop and maintain quarterly and annual counts of project-based deliverables;
- With support from the external evaluator and other team members, complete progress, mid-term, and final evaluation reports to funder.

Education, Qualifications and Experience:

- It is an asset to hold identities in common with the communities identified within the working groups (people living with, or affected by, HIV and/or hepatitis C and/or people who use drugs);
- Demonstrated experience applying an anti-oppressive lens within group contexts, virtual group facilitation, leading participatory decision-making and using the principles of trauma-informed practice;
- Demonstrated understanding of principles of anti-racism and anti-oppression, cultural safety, decolonized approaches, and trauma-informed practice;



- Minimum five years' experience coordinating projects in community-based settings, with a background in community organizing and working with people who use drugs.

Required Competencies:

- Excellent reading comprehension, verbal communication and basic computer skills.
- Strong understanding of harm reduction and anti-oppression;
- Candidates must be self-motivated, detail-oriented, and highly organized;
- Demonstrated ability to work within a team;
- Ability to work independently;
- Ability to assess priorities;
- Proficiency with Microsoft Office software, Google Drive, and Zoom.

General Working Conditions:

This position requires flexibility, 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 is a must to meet deadlines, and to support many activities that may occur concurrently or without notice. Experience working remotely and/or in virtual work environment. Evening and weekend work may be required. Travel may also be required. Salary range: \$63,700 to \$69,829 per year plus benefits.

If you have suitable qualifications and experience for this position, please send your **resume and cover letter** to humanresources@drpeter.org by **Wednesday, August 1, 2024, 4:00 pm (PST)**

COVID-19 Restrictions:

- Proof of full vaccination status against COVID-19 in British Columbia required.

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.