

Advice of Contractor Position

Start Date:	November 1, 2024, to March 31, 2025
Position Title:	Living Experience Contractor
Project:	PHAC2-NCB (National Capacity-Building Community of Practice for
Job Posting	2024-52
Status:	Temporary Part-Time Contractor – 40 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 a Living Experience Working Group Contractor to join our PHAC2’s National Capacity-Building Community of Practice for Harm Reduction Services (NBC) Project Team on a **Temporary Part-Time Contractor basis (40 Hours per Month) from November 1, 2024, to March 31, 2025.**

Position Description and Duties

The Living Experience Project Coordinator will be instrumental in facilitating learning opportunities and developing resources for the National Harm Reduction Capacity Building Community of Practice. This role involves working with the Knowledge Translation lead and leading training sessions, coordinating community of practice meetings, and ensuring that the insights and perspectives of lived experience are integrated into all project deliverables.

Key Responsibilities

The Frontline Solution, The Living Experience Project Coordinator is responsible for the following:

- **Facilitate Learning Opportunities:** Organize and lead virtual Community of Practice (CoP) calls for frontline service providers and community organizations.
- **Develop and Incorporate Resources:** Create, curate, and refine resources such as guidelines, best practices, and toolkits based on direct insights and feedback from the Frontline Solutions Advisory Panel and CoP calls. Ensure



all resources are practical, relevant, and informed by the latest research and community needs.

- **National Frontline Solutions Advisory Panel:** Facilitate the National Frontline Solutions Advisory Panel (FS Advisory Panel) to help create a welcoming and meaningful space of engagement for people with lived and living experience. Assist with recruitment of National Advisory Panel members by developing promotional materials, sharing emails, etc.
- **Engage with Stakeholders:** Build and maintain strong relationships with service providers, community organizations, and people with lived/living experience. Gather feedback and insights to continuously improve training content and resources.
- **Coordinate Project Activities:** Assist in planning and executing project activities in alignment with project goals and timelines. Monitor and report on project progress, including participant engagement and resource effectiveness. Support the design, development, implementation and evaluation of the project

Core Competencies

The Living Experience Working Group Contractor must possess the following competencies:

- Excellent communication skills are essential.
- Proven ability to develop and deliver training and educational materials.
- Candidates must be self-motivated, detail-oriented, and highly organized.
- Excellent organizational and project management abilities.
- Ability to effectively integrate lived experience into program development and resource creation.
- Candidates must have the ability to demonstrate empathy, cultural competence, and sensitivity in working with diverse populations.
- Strong understanding of harm reduction.
- Proficiency with Microsoft Office software.
- A candidate with Bilingual, English and French, both oral and writing skills is an asset.
- Ability to work independently and assess priorities to complete tasks.

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.



Dr. Peter
Centre

If you have suitable qualifications and experience for this position, please send your resume and cover letter to humanresources@drpeter.org by Wednesday, October 16, 2024, 4:00 pm (PST).

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.