



## **HIV/AIDS COMMUNITY RESOURCES AND HEALTH**

### **Employment Opportunity (Internal/External Posting)**

**Position:** Practical Support Worker                      **Position Type:** Part-time 22.5 hours/wk  
**Job Region:** Wellington, Dufferin & Grey Bruce   **Location(s):** Guelph  
**Experience:** 1+ years

The Practical Support Worker will have an understanding of HIV/AIDS and other related issues. The main program focus is to provide practical support and assistance to individuals who are living with HIV/AIDS and providing a linkage between the Support Services Coordinator, ARCH Clinic and the community.

The successful candidate will have significant experience working in a social services environment, the ability to collaborate effectively with people with a wide of range of skills, experiences and challenges and demonstrate an understanding of the principles of GIPA/MEPA.

#### **Job Duties and Tasks**

##### **Client services**

- Provide individual practical support and advocacy for participants of ARCH.
- Maintain and enhance the practical assistance program including EFAP, vitamin and nutrition program and the complementary therapy program.
- Provide some individual supportive counseling.
- Advocate for service users in areas of housing, health care, financial, and other areas of discrimination based on HIV/AIDS infection.
- Organize social programs and events.

##### **Project Coordination and Community Development**

- Assists with the preparation of funder reports.
- Maintains records, activities and monthly statistics using Penelope/OCASE.

##### **Training, and Volunteer Management**

- Supervise program volunteer by providing support, skills development, and motivation.
- Ensure that all program volunteers are aware of and adhere to the policies of the organization.

## **Administration**

- Develops and maintains client records and databases including contact information, activities.
- Creation of the Support Services newsletter.

## **Required Skills & Experience**

- Post-secondary education Degree/Diploma in social services or equivalent experience.
- Demonstrate genuine sensitivity with the ability to provide support in an open, responsive, and encouraging manner.
- Ability to speak openly and frankly about sexuality in a sex-positive, non-judgmental manner
- The ability to work in a team environment while possessing a high degree of initiative.
- Demonstrated proficiency with computer systems (word, excel, power point),
- Availability to work some evenings.
- Valid driver's license and access to a vehicle.
- Strong group facilitation skills
- Excellent oral and written communication skills
- Self-directed and able to take initiative
- Good organizational and administrative skills
- Comfortable working with people of all backgrounds (i.e. sexual orientation, gender identity, addiction)

## **How to Apply**

Application deadline is April 16, 2018, 2018 at 12:00 p.m. Please send your electronic resume and cover letter to Tom Hammond, Executive Director at [careers@archguelph.ca](mailto:careers@archguelph.ca) No phone calls please. Only qualified individuals being considered will be contacted for an interview.

ARCH is an equal opportunity employer. We encourage members of diverse ethno-cultural communities, and persons with dis/abilities, members of GLBMSMT2S communities, individuals from First Nations, Inuit, and Métis communities to apply for this position. ARCH encourages applications from all qualified persons. ARCH is committed to the Meaningful Involvement of People Living with HIV/AIDS and People Living with HIV/AIDS are strongly encouraged to apply for this position.

We require that all finalist applicants must undergo a criminal record Check and Vulnerable Sector Screen through their local Police Services Branch prior to start date.