



HIV/AIDS COMMUNITY RESOURCES AND HEALTH

Youth Educator

Part Time Contract Position

Position:	Youth Educator	Position Type:	Permanent Part Time Contract (30 hours/wk)
Job Region:	Wellington, Dufferin, and Grey Bruce	Location(s):	Guelph
Experience:	3+ years	Last Updated:	February 7th, 2023
Start Date:	ASAP	End Date:	March 31st, 2027

Position Summary

The role of the Youth Educator is to foster new relationships with at-risk populations who are underserved and vulnerable to HIV, Hepatitis C and other STI infections.

This project employs a variety of activities to meet the objectives of the program and includes street based outreach to youth at risk, people infected or affected by HIV, Hepatitis C, Injection Drug Users, and 2SGBTQIA+ communities by providing one-on-one education encouraging safer sex and harm reduction practices. This process also encourages the target population to participate in other elements of the program, fostering empowerment and community engagement.

The Youth Educator will have experience and knowledge of trauma-informed practices, using a harm reduction, strength-based approach, and ideally will have experience working in a medical or social services environment and with marginalized populations. They will have the ability to collaborate effectively with people with a wide range of skills, experiences and challenges. Familiarity with local referral options and community resources is an asset.

Project Coordination:

- Oversees activities to achieve meaningful project participation with the targeted communities, service providers, and other interested parties.
- Engaged with youth at all levels of programs.
- Participates in the evaluation activities of the program.

- Develops training for target populations
- Provide educational materials to enable participants to manage more effectively with issues related to HIV and HCV.
- Develop and maintain referral and follow up services.
- Identify issues and collaborate on potential responses related to HIV, HCV and other STBBI's trends

Social Media

- Responsible for maintenance of ARCH social media accounts.
- Researches and prepares social media posts according to suggested schedule, and in response to special events or advocacy (goal: 3 posts/day +/- as needed)
- Assists ARCH staff with preparation of social media posts (including creation of graphics, editing and advice on drafts, etc.)
- Assists with other forms of communication/information dissemination to ARCH clients and ARCH community such as posters/emails etc.
- Assist with the development and delivery of communications regarding changes in ARCH Clinical Services in partnership and active collaboration with the Guelph Community Health Centre.
- Provide insight and guidance on fund development strategies and opportunities.

Outreach

- Deliver outreach information, referrals and services in a variety of venues frequented by at-risk populations, including parks, streets, bars, online and community agencies.
- Work with peers and engage in street level Peers for Peer education and outreach to LGBTQ and other -at-risk youth involved in sex work, IDU and other substances.

Community Development

- Partner with community agencies and local youth to create a planning committee to deliver youth drop-in programming in Guelph for at-risk youth populations.
- Identifies and develops partnership opportunities with agencies, groups, and businesses in order to promote the health of target populations.
- Participates on external committees to communicate information, improve service delivery, and achieve the goals of the organization and of the funded program

Training and Volunteer Management

- Recruits, trains and supervises program peer volunteers, providing support, skills development, and motivation and performance evaluations.
- Tracks and reports all volunteer hours and activities to the volunteer coordinator.
- Ensure safety focused outreach and training of peers.
- Work with the Volunteer Coordinator while addressing any challenges that may arise.

Administration

- Develops work plans, and timelines relating to funding requirements.
- Monitors project progress and prepares documentation and reports as required by funders.
- Maintains project records, activities and statistics
- Manages the project budget.
- Responds to telephone inquiries, giving out information.
- To meet regularly with the Manager of Programs & Services and/or the Executive Director, to keep them fully informed on program development, issues and activities.
- Contribute to ARCH newsletter develop submissions to promote via social media (Blog,

Facebook and Twitter.)

Other

- Actively participate in the Executive Director's performance appraisal.
- Participate in the Health Promotion Team and staff meetings.
- Complies with organizational policies and procedures.
- Acts as the staff health and safety representative.
- Assist with major fundraising events.
- Perform other tasks as assigned by the Executive Director

Working Conditions

- Must be flexible to work evenings and weekends
- Must be able to work in a variety of settings

Accountability

- The Youth Educator reports to the Manager of Programs and Services, and occasionally to the Executive Director.
- All agency staff are expected to accept and adhere to the HIV/AIDS Resources and Community Health's Mission Statement, Goals & Objectives and Operating Policies.

Qualifications

- Experience with trauma-informed supports using a strength-based approach.
- Experience with bereavement/grief, addiction, trauma support is considered an asset.
- Strong working knowledge of HIV/AIDS, Hepatitis C and STI's and a current understanding of the issues facing people living with HIV and populations vulnerable to HIV infection.
- Demonstrated experience working with marginalized and at-risk communities.
- Experience supporting and advocating for participants with mental health concerns, addictions, safety concerns, and precarious housing.
- Working knowledge and network of local support services in Guelph, Wellington Grey Bruce and Dufferin Counties.
- Excellent word processing and computer skills
- Facilitation and volunteer management skills
- Ability to handle difficult clients/situations with maturity and sound judgment
- Strong organizational and administrative skills
- Strong community and interpersonal skills
- Strong crisis intervention skills
- Committed to anti-oppressive principles and practices

Don't meet every single requirement?

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. ARCH is dedicated to building an inclusive, authentic, and representative workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. *You might be just the right candidate for this or other roles.*

Skills and Abilities

- 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.
- Understanding of the Social determinants of Health
- Excellent facilitation and communication skills.
- Ability to work in a team environment while possessing a high degree of initiative.
- A strong ability to work independently, with minimal supervision
- Demonstrated proficiency with common computer systems.
- Availability to work flexible hours including some evenings.

Rate of Pay:

- The salary range for this position is \$22,500 - \$30,000 per annum for 30 hours per week.
- Because this position is part-time, it does not qualify for ARCH's health insurance program.

Vacation

- The vacation year runs January through December and vacation is credited in January of each year. You will be credited 0.5 vacation days per month. If you are not employed with us at year-end, but have used all your vacation days for this year, you will be responsible for reimbursing the agency for the value of the excess time taken.
- In addition to vacation days, we honour the standard paid statutory holidays recognized in this Province and as outlined in our Human Resource Policies. Your vacation entitlement must be taken at such a time as best reflects the balance of convenience between the interests of the Agency and yourself.

How to Apply:

To apply for the role of **Youth Educator**, please send an email to **Jasper Smith, Executive Director at careers@archguelph.ca** with your resume and cover letter attached as a Word Document, .DOC, and/or .PDF file and the subject line reading **"Youth Educator Position"**. If email is not an accessible format to send in your resume and cover letter, please feel free to call so appropriate arrangements can be made; this will be the only acceptance for phone calls. Please do not call to inquire if you were a successful applicant. We will contact you via the email used to send in your resume or the phone number specified on your resume to notify you of being a successful applicant and for scheduling an interview.

Applications will be accepted until the deadline of February 17th at 5:00pm.

A **resume** should include applicable information about an applicant including: full name (first and last), email, phone number, mailing address, any qualifications, past educational experiences (schools [high schools, colleges, universities...], training [CPR, harm reduction, anti-oppressive practice], workshops, etc.), and past volunteer experiences; all contact information provided within a resume will be assumed that it is appropriate to email, call, and leave voice messages. A **cover letter** should include information about additional experience related to the position, and pose why the position is of interest to you as an individual; state your case.

ARCH is a non-profit, community-based agency that offers a dynamic and supportive environment with a creative and committed team of staff, peers and volunteers and an opportunity to contribute in a meaningful way to our community. Residing on unceded ancestral and treaty lands of the Mississaugas of the Credit First Nation of the Anishnawbek Peoples, we

strive to honour the treaties and support and listen to the original peoples of this land in all we do. We are an equal opportunity employer committed to embracing diversity, and are opposed to practices which discriminate on basis of race, class, ethnicity, gender, sexual orientation, religion, disability, age, or nationality. We are especially interested in hiring workers who reflect the communities we serve through their lived experience.* We encourage all interested individuals to apply.

***People with lived experience**, within ARCH, refers to individuals who have experienced situations similar to those faced by the communities the agencies serve, such as people living with HIV, people who use or who have a history of substance use, 2SLGBTQIA+ people, and the countless others reflected in our programs and services.