



**Women's Health In Women's Hands**  
Community Health Centre  
**2 Carlton Street, Suite 500**  
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**Website Address: [www.whiwh.com](http://www.whiwh.com)**

## **Outreach Coordinator - HIV Self-testing Kit Distribution**

Full-time/Temporary (18 weeks)

WHIWH CHC provides racialized women, trans and non-binary clients from the African, Black, Caribbean, Latin American, and South Asian communities in Toronto and surrounding municipalities with culturally safe, relevant, and responsive primary healthcare. We are changemakers engaged in knowledge transfer and exchange, research, capacity building, and advocacy within and across multiple systems.

We are looking for a dynamic, self-driven, and proactive individual who will coordinate the roll-out of our HIV self-test kit distribution program. The outreach coordinator will require a solid understanding of the challenges involved in working with marginalized or vulnerable populations and brings a mature, creative and solution-focused approach to addressing those challenges.

The Outreach Coordinator will be responsible for facilitating the distribution of HIV self-testing kits. This role will include brainstorming potential partnerships or methods for engagement with the local community, maintaining a calendar for outreach events and working closely with community partners to plan and execute various outreach events.

### **RESPONSIBILITIES:**

1. Scout out at-risk communities for HIV self-test kit distribution based on HIV data
2. Provide setup, supervision, and reporting for all HIV self-test kit outreach activities
3. Sign up community partners for kit distribution, monitor self-test kit inventory and replenishes inventory as needed
4. Serves as a program support for the Program Lead, carrying out the National HIV prevention strategy for ACB people in Canada
5. Assist in the implementation of the HIV self-test kits distribution program
6. Lead Peer activities when distributing self-test kits
7. Establish and maintain contact with community groups and organizations distributing kits
8. Attend workshops and educational events to enhance communication to the community concerning access, distribution and utilization of HIV self-test kits
9. Identify and troubleshoot any challenges that may arise during distribution of kits
10. Enter data for kit distribution activities and collect and maintain demographic data
11. Respond to requests for information from partner agencies, providers, and other community members in an appropriate and timely manner
12. Lead the development and creation of visual assets like social media packages, digital flyers, etc.
13. Participate in team meetings
14. Perform other duties as assigned.

## **QUALIFICATIONS:**

1. Bachelor's degree in Health Education, Public Health, Sociology, or related field; and at least two years of experience in public health or in any outreach setting experience, **or** equivalent combination of education and experience
2. Some understanding of HIV, factors increasing vulnerability to HIV and affected priority/key populations
3. Excellent written and oral skills
4. Mature judgment, discretion, and confidentiality
5. Strong interpersonal skills
6. Demonstrated commitment to anti-racism, anti-oppression, trauma-informed principles, and experience applying these with diverse staff teams and marginalized or vulnerable individuals and groups
7. Strong commitment to and experience with appropriate advocacy approaches and methods

## **REPORTING:**

This position reports to the Manager, Research and Programs.

## **APPLICATION PROCESS:**

To apply for this challenging opportunity in a dynamic organization please forward your resume and cover letter with the subject line: "Outreach Coordinator" to the attention of:

Women's Health in Women's Hands Community Health Centre

Human Resources Department

[recruitment@whiwh.com](mailto:recruitment@whiwh.com)

## **APPLICATION DEADLINE:**

Posted: January 10<sup>th</sup>, 2023

Closing Date: January 20<sup>th</sup>, 2023

## **COMPENSATION:**

The outreach coordinator will be working 8 hours per day, 5 days a week, for the span of 18 weeks, this will be equal to a total compensation of \$21,600.00.

WHIWH is committed to reflecting the diversity of the communities it serves and we strongly encourage applicants who reflect Toronto's ethnic and cultural diversity and our priority populations. We welcome and encourage applications from all qualified candidates

WHIWH is working towards gender equity in pay

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

WHIWH has a Covid-19 Vaccination Policy that requires employees to take part in COVID-19 vaccination programs recommended by public health authorities unless approved for an exemption request under the Ontario Human Rights Code. Compliance with this policy is mandatory for this position.