Job Title: Project Coordinator, Access to Rehabilitation

Reporting Relationship: Program & Communications Manager

The Project Coordinator, Access to Rehabilitation is responsible for the establishment and sustainability of a new Pan-Canadian Rehabilitation Network (the Network) to include:

1) a national network which will serve as an incubator of ideas, enable pan-Canadian information- and resource-sharing, and support knowledge translation and exchange activities; and
2) provincial networks which will focus on provincial/regional policy change, pilot project implementation and education. The Project Coordinator will bring together stakeholders from the HIV, chronic illness, rehabilitation, health care, academic and government sectors and support the Network as it engages in education, policy change, research and programming initiatives which increase equitable access to rehabilitation for people living with chronic/episodic illness across Canada.

Specific duties and responsibilities will include, but are not limited to those listed below and may be subject to change:

Areas of Work/Responsibility:

Rehabilitation Network Formation, Coordination and Sustainability

The Project Coordinator, Access to Rehabilitation is responsible for engaging stakeholders from various sectors and disciplines who share a mutual interest in increasing equitable access to rehabilitation for people living with chronic/episodic illness. The Project Coordinator is responsible for coordinating the activities of the national network and acting as a resource to the provincial networks, ensuring the Network as a whole is sustainable and successful. Responsibilities include, but are not limited to:

- Forming a Network Steering Committee and recruiting individuals and organizations to join the Network;
- Ensuring community participation in the Network as per GIPA/MIPA principles (Greater/Meaningful Involvement of People Living with HIV);
- Assisting Network members in setting goals/objectives and work planning;
- Regular communication with Network members regarding opportunities for action;
- Evaluating Network success and member satisfaction;
- Seeking out resources which could be used to support Network activities; and
- Developing and implementing a sustainability plan for the Network.
Rehabilitation Policy and Practice

The Project Coordinator, Access to Rehabilitation will work closely with other stakeholders to improve equitable access to rehabilitation services for people living with HIV and other episodic illnesses across Canada. Responsibilities include, but are not limited to:

- Encouraging policy change which facilitates equitable access to rehabilitation services;
- Identifying, documenting, evaluating and disseminating best practices for equitable rehabilitation service provision;
- Building the capacity of clinicians and service providers to recognize the rehabilitation needs of clients living with HIV and/or other episodic disabilities; and
- Increasing knowledge and awareness of the role of rehabilitation to prevent or address disabilities among people living with HIV and/or other episodic illnesses.

Research

The Project Coordinator, Access to Rehabilitation will work with other stakeholders to identify gaps in research related to equitable access to rehabilitation services and will contribute to research which addresses these gaps. Responsibilities include, but are not limited to:

- Keeping up-to-date on published literature related to equitable access to rehabilitation services and liaising with researchers who are undertaking research in this area;
- Joining relevant research teams as a knowledge user;
- Identifying research funding opportunities; and
- Supporting the dissemination of research findings related to access to rehabilitation.

Other

- Attending meetings as required.
- Complying with CWGHR policies and procedures.
- Performing other related duties as assigned.

Qualifications

Education and Experience

- Degree, graduate level preferred, from a recognized educational institution in a relevant field (e.g. Health Administration, a Regulated Health Discipline, Education, Public Health), or equivalent;
- Knowledge/understanding of HIV, other chronic diseases and/or rehabilitation services;
- The ability to work in both English and French is preferred;
• A minimum of three (3) years demonstrated experience in a program coordination role, preferably in the not-for-profit sector;
• Experience with community engagement/consultation;
• Experience with monitoring and evaluation in a project environment;
• Experience chairing a steering committee; and
• Experience working at the national/provincial level with a diverse range of stakeholders, including government, academic institutions, private sector organizations, and community based organizations.

Skills

• Demonstrated leadership and team-building skills;
• Excellent written and verbal communication skills;
• Proactive with strong organizational and time management skills;
• Strong program planning skills (budgets, work plans, etc); and
• Ability to develop and maintain partnerships with a wide variety of stakeholder groups.

CWGHR is committed to fair and accessible employment practices and therefore encourages people living with HIV/AIDS and other episodic illnesses to apply and self-identify. Upon request, accommodations will be provided for job applicants who require them to support their participation in this recruitment process.

This is a one year full-time contract position with potential for renewal.

Application instructions

Please submit the following documents by email only to hiring@hivandrehab.ca (no telephone, fax or hard copies please), to be received no later than September 5, 2014 at 5:00 p.m. Eastern Time:

• A brief (maximum 2 pages) resume describing your education and work experience
• A brief (maximum one page) cover letter outlining why you are interested in this position

We thank all applicants for their interest, however, only applicants invited for an interview will be contacted. We regret that we are unable to provide financial support for travel to the interview or for re-location.