



Employment Opportunity

Fife House Foundation

Community Programs Worker (F/T 1 year contract)

FIFE HOUSE is an AIDS service organization providing supportive housing and support services to persons living with HIV/AIDS. The organization is seeking a dedicated person for a full-time Community Programs Worker position who will report directly to the Manager Community Programs, Volunteers, and Peer Engagement.

This one year contract is an employment training opportunity for qualified candidates who are registered and working with an employment counsellor at Miziwe Biik Aboriginal Employment and Training.

Duties and Responsibilities:

- Assist with activities, communication (elevator posters/ monthly calendar) and delivery of social, recreational and wellness programs for residents;
- Work with Community Programs Team and community partners to develop new programming and activities for residents;
- Support residents and volunteers to be involved with all aspects of community programs;
- Support resident and peer led food programming such as breakfast club, Wednesday meals, Sunday brunch programs, and fresh bread delivery;
- Cleaning and organizing of community room and shopping;
- Work with peers and volunteers cooperatively in group settings;
- Engage and support Fife House residents fostering health interactions and relationship building;
- Support team to manage conflicts, disputes, and find practical solutions to personal issues;
- Take minutes from Community Programs and residents meetings;
- Organize and support agency booth at annual Pride Weekend, AIDS Walk, and other community events, Summer bbq in partnership with other agencies;
- Assist with monitoring and scheduling of community programs and room bookings and regularly input data into OCASE system and provides statistical data and reports;
- Assist with Reception and Bingo shifts as required (weekends);
- Completes other duties or tasks consistent with the position as may be required by the Manager of Community Programs, Volunteers and Peer Engagement;

Qualifications:

- Being registered and working with an employment counsellor at Miziwe Biik Aboriginal Employment and Training
- Demonstrated experience working in community setting serving people living with HIV and/or concurrent disorders and episodic disability;
- Excellent interpersonal and communication skills and ability to maintain a cooperative working environment;
- Good working knowledge and commitment to harm reduction, equity and diversity, anti-racism and anti-oppression principles and practices;
- Ability to work effectively in independent settings as well as within a team;
- Experience working with and supporting volunteers in their roles;
- Appropriate professional boundaries with clients, staff, and volunteers of Fife House and abides by organizational policies regarding confidentiality;
- Experience with time management, record-keeping, electronic filing, and scheduling;
- Strong computer skills with proficiency in MS Office Word, PowerPoint and Spreadsheets;
- Proficient in the use of email (Outlook) and internet;
- First Aid, CPR and Non-violent crisis intervention training is an asset;
- Knowledge of HIV infection in the current context including the impact of stigma and discrimination is an asset;
- Food Handler Certificate is an asset;

Compensation:

Subject to Government funding this is a full-time contract position commencing on September 4, 2018, ending on March 31, 2019 with a total of 35 hours a week, Monday to Friday (weekends may be required), at the rate of \$18.00 per hour.

Those qualified are asked to submit a cover letter with a resume, outlining their experience and suitability for the position to aceranto@fifehouse.org. **The deadline to apply for the position is August 17, 2018.**

We thank all applicants in advance however only those invited to be interviewed will be contacted.

Thanks you to our sponsors for providing funding for this position.

