



*AIDS Calgary Awareness Association is a non-profit organization that helps people to learn about, prevent, and live with HIV/AIDS. We offer a fun and energetic environment that provides opportunities for you to utilize your talents and develop new skills. AIDS Calgary Awareness Association is committed to employment equity. We encourage people living with HIV/AIDS, visible minorities and persons with culturally diverse backgrounds to apply.*

## **Team Leader, HIV Support Services**

We are seeking a dynamic individual who will be responsible for developing, coordinating, and evaluating the delivery of HIV Supports Services. This position delivers case management as part of the team; monitors the overall delivery of program services; and provides management, support and training to program staff, volunteers and practicum students. This position also ensures client feedback provision and strategic program planning. They play an interregional role on the management team and helps to create a “Warm and Firm” culture through coaching. Being open-minded, original and resourceful is a must. If you want to join a team trying to make a difference, AIDS Calgary might be the place for you.

This is a full time position (35 hours a week). A flexible schedule including; day, evening and occasional weekend availability is required.

### **Primary Responsibilities**

- Consults with Executive Director on program directions and issues, in line with the Strategic Plan;
- Fosters partnerships with other community organizations and facilitates community education;
- Monitors the delivery of HIV Support services and provides comprehensive case consultation, along with coordination of Needle Exchange;
- Develops appropriate models of service delivery;
- Establishes and/or implements systems to monitor and review standards of practice;
- Compiles qualitative and quantitative statistics and reports related to HIV Supports services;
- Implements outcome evaluation processes and procedures for HIV Supports services;
- Ensures the confidentiality of demographic summaries, client files, employee files, volunteer files, employee performance issues, and budget information;
- Provides support to the HIV Supports services team;
- Participates in recruitment and selection of staff by performing duties such as screening applicants, participating on interview panels, providing input into the development of interview questions and making hiring recommendations;
- Oversees the supervision and evaluation of practicum students and volunteers assisting in the operations of client services;
- Attends all staff meetings as called by the Executive Director when scheduled during regular working hours;
- Complies with agency policies and procedures;
- Performs other related duties as required.

### **Skills**

- Leadership and management skills;
- Ability to communicate effectively, both verbally and in writing;
- Thorough knowledge of HIV/AIDS and related issues;
- Strong planning, prioritizing and organizational skills;
- Ability to work both independently and in cooperation with others;
- Physical ability to carry out the duties of the position;
- Strong analytical and problem-solving skills;
- Public speaking and presentation experience is desirable.

### **Qualifications**

- Bachelor Degree in health related discipline (such as social work, clinical psychology, or nursing);
- Minimum of 3 years supervisory experience in a community-based environment;
- Experience in program development.

### **Supervision and Reporting**

- will report to the Executive Director on programming outcomes on a regular basis;
- will be formally supervised by the Executive Director through scheduled meetings;
- is responsible for supervising the HIV Support Services team, Information and Support and Needle Exchange
- will be expected to refer decisions concerning media and public relations to the Executive Director;
- will be expected to collaborate on decisions concerning expenditures with the Executive Director and refer to the Executive Director for approval;
- will be expected to incorporate team work approaches, as possible, in all aspects of the work completed;
- is expected to inform the Executive Director of human resource issues on a regular basis.
- is expected to produce monthly reports detailing program successes and issues for the Executive Director by the 17th of each month.

### **Salary and Benefits**

AIDS Calgary Awareness Association offers competitive compensation and a comprehensive benefits package.

### **Application Details**

The closing date for this position is January 31<sup>st</sup> or until suitable candidate is found.

Please quote job reference: ACAA-028

Please send your cover letter, resume, references and salary expectation to:

Email: [hr@aidsalgary.org](mailto:hr@aidsalgary.org)

Mail: Operations Manager  
110 – 1603 10 Ave SW  
Calgary, AB T3C 0J7

Fax: 403-263-7358

You must be eligible to work in Alberta and available for in-person interviews. No phone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.