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Job Posting: Treatment Information Coordinator (21 hours/week - Temporary: Maternity Leave Replacement)

*We encourage people living with HIV or hepatitis C to apply for this position.
The same goes for queer, trans, black, indigenous & people of colour. We get you.*

AIDS Community Care Montreal is looking for a Treatment Information (TI) Coordinator to join our Support Service Department (SSD) team! Reporting to the Programs Development Manager, the TI Coordinator oversees ACCM's treatment information and HIV & Aging programming, including:

- Increase treatment knowledge of 'treatment-naïve' and 'newly diagnosed' members;
- Foster autonomy to navigate the health system and treatment adherence;
- Synthesize and vulgarize up-to-date treatment information & share on online platforms;
- Research and adapt best-practice models for 50+ Buddy Program;
- Coordinate & Support ACCM's 50+ Members Committee & projects developed;
- Provide trainings (HIV 101, 201 hep-C 101) to ACCM's volunteers and partner orgs;
- Supervise and support SSD volunteers as needed, includes tracking of their hours;
- Provide 1:1 consultation (intakes & follow ups) to new members of ACCM;
- Ensure compliance with *HIV & Aging*-related grant commitments and expectations.

Our ideal teammate:

- Is a reliable resource for People Living with HIV and hep-C;
- Can share caseload and contribute to the SSD team;
- Has a strong interest in harm reduction, sexual health, anti-oppression, food security, and community building. You want to help ACCM succeed in our work;
- Can demonstrate solid time management, organization, initiative and attention to detail;
- Is patient, non-judgemental, can solve problems & is never afraid to ask for help;
- Is multilingual, at minimum fluent in English & in French, both spoken & written;
- Is fun & kind! You're a dynamic team player who will bring energy to our organization.

Most importantly, we are looking for someone who wants to gain experience in community building, treatment information, and sexual health.

To apply, please use this form to upload your CV and tell us about your interests in working for non-profits and community organizations: <https://goo.gl/forms/7VLDE8vGsndL4wPt1> . Please note that **no cover letter** is required but **two references** will be requested in this online form.

We look forward to hearing from you by **September 9th, 2018**. This position pays between \$16.50 and \$17.50 per hour, depending on experience. Only successful applicants will be contacted for interview.

For any inquiries email the Executive Director at ed@accmontreal.org