



Oahas

Ontario Aboriginal HIV/AIDS Strategy

London

Toronto

Ottawa

Sudbury

Thunder Bay

Sault Ste. Marie

Job Posting

Position: **Southern Regional Supervisor**

Location: Toronto

Reports to: Executive Director

Direct Reports: Provincial scope – 10-15 staff in London, Toronto, Ottawa

Term: Permanent Full-time

Start date: November 8, 2021 (or earlier)

Summary

Working as part of an integrated services team, the Supervisor ensures that services are operating effectively in keeping within operational goals and planning. This role will manage, and be located, from a local site while supervising two remote locations. Approximately 50% of the time is spent on staff supervision and directing services, 30% of the time on administration including reporting and, 20% of the time engaging and partnering with the community. Guided by a strengths-based multidisciplinary approach, rooted in principles of self-determination, this position will work closely with the Indigenous community to build a client base and service offering that is compelling for the Indigenous community. Active engagement will be required with service users, volunteers, staff, community members, Elders and partnering agencies to strengthen the health and well-being of the provincial Indigenous communities. This role has budget responsibilities. Regular travel is required along with some evening and weekend work.

Community and Client Services

1. Supervise the delivery of culturally appropriate services while building service volumes, specific to community needs, funding contracts, and best practices.
2. Develop assessments methods to monitor the effectiveness of service delivery while maintaining policies, procedures, standards and guidelines to ensure that services are effective.
3. Advocate through presentations, sessions, workshops and training to non-Indigenous service providers and institutions to increase better quality of care for Indigenous service users accessing mainstream and Indigenous specific services.
4. Network and collaborate locally and regionally to ensure access to improved, culturally relevant, accepting and inclusive services and supports offered by Indigenous and non- Indigenous agencies/institutions, AIDS Service Organizations and, individuals including Elders.
5. Keep current with epidemiological and other statistics relevant to Indigenous people; new developments in the field such as vaccines, criminalization of HIV, new trends or sector changes affecting Indigenous access to care, treatment, support, etc.
6. Supervise the delivery of services related to Indigenous harm reduction, universal precautions, modes of transmission, safer sex, cultural awareness, Indigenous history, Indigenous awareness, two-spirit awareness, youth-specific awareness, trans awareness, LGQBT awareness women's awareness, sex-work, HIV and pregnancy, co-morbidities, methadone maintenance, opioid and pain management etc.

People Leadership and Supervision

1. Strengthen staff relations, supervise the building of service volume within assigned regions.
2. Ensure staff and teams work effectively and efficiently towards meeting annual planning goals tied to the OAHAS strategy. Work with staff to develop work plans.
1. Manage related recruitment and supervision for the assigned team, including conducting hiring processes, assigning work responsibilities, providing orientation, training and ongoing coaching, support, and performance evaluation.
2. Participate in team and management discussions aimed at strengthening services.
3. Create an environment among staff team(s) that promotes trust, open communication, creative and analytical thinking and a cohesive team effort.
4. Build collaboration and trust, communicate effectively, resolve problems and respond to the concerns of staff and volunteers in area of responsibility.

Budgeting and Administration

1. Prepare budgets and monitor expenses. Keeping within the parameters set by Executive Director.
2. Ensure service monitoring is completed, including tracking data, statistical analysis of data submission to funding partners as required. Coordinate data collection, and/or write reports.
3. Provide back-up to other members of the Management Team as required.
4. Ensure proper file maintenance and records management.
5. Provide leadership and direction for Board or staff committees, when required.
6. Other duties as assigned by the Executive Director.

Qualifications

1. Competency and deep understanding of Indigenous culture and ways, teachings and history. Ideally, you are someone who is well along in their personal journey.
2. Experience with the delivery of community-based, social services, health or cultural services.
3. Ability to build service volumes across various regions within the Province.
4. Passion for nurturing culturally-appropriate, community participation and modelling effective leadership within the Indigenous communities.
5. Prefer a diploma or degree in a relevant field and/or a combination of related experience.
6. Proven supervision experience along with ability to build trust, strengthen communication, create team work, establish partnerships on a regional level. Demonstrated ability to coach, mentor and supervise staff and volunteers. Excellent personal and professional boundaries.
7. Ability to exercise tact, diplomacy and respect when communicating with the Indigenous communities, stakeholders, other agencies and external contacts.
8. Strong planning, organizational and decision-making skills.
9. Expertise in Microsoft Office Suite
10. Ability to work outside regular working hours as required, travel throughout the province will be required which may include evening and weekends.
11. Valid Ontario G driver's license, reliable vehicle and relevant insurance.
12. Ability to speak an Indigenous language is an asset

Please submit a cover letter and resume no later than **Friday, October 22, 2021** to Meghan Young, Executive Director, submit@oahas.org.

Indigenous people living with HIV/AIDS and people with disabilities are encouraged to apply.