

Sample First Nation HIV/AIDS Coordinator Job Description

POSITION: HIV/AIDS COORDINATOR

REPORTS TO: Director of Health

DIRECT REPORTS: None

OVERAL RESPONSIBILITY: To provide a culturally appropriate HIV/AIDS education program for the community members of all ages, and support other programs of the First Nations Health Organization with programming and education sessions on HIV/AIDS and healthy behaviours with the aim of reducing and eliminating the spread of HIV.

KEY FUNCTIONS

1. Create and implement culturally-appropriate programming, activities and educational sessions on HIV/AIDS awareness and prevention
2. Provide counseling for clients with HIV/AIDS and their families
3. Maintain current relationships with on-going AIDS service organizations and constantly work towards expanding partnerships with other organizations in the community
4. Organize and facilitate workshops and presentations on HIV/AIDS, internal and external to the First Nations Health Organization
5. Work collaboratively with other programs of the First Nations Health Organization to educate the community on HIV/AIDS and other infectious diseases through prevention and awareness
6. Produce monthly and quarterly program reports indicating outcome and process accomplishments
7. Undertake any other duties as assigned by the Director of Health

QUALIFICATIONS

- Post-secondary Diploma/Degree in Health, Social Work or a related field, or equivalent combination of related experience and training
- Project Coordination – experience in program development and coordination a definite asset
- Initiative – must be able to work independently and with various groups
- Knowledge and understanding of First Nations culture and socio-economic issues
- Leadership – must promote healthy lifestyle by leading by example
- Excellent interpersonal skills are required
- Computer skills are essential

TERMS OF EMPLOYMENT

- Full-time permanent position
- Some occasional travel
- Must be willing to submit to an oath of confidentiality
- Must be committed to receiving continuing education
- Willingness and ability to work after regular hours and/or on weekends when required