



**CSSP** Centre for Spanish Speaking Peoples

**CGHH** Centro para Gente de Habla Hispana

## HIV/AIDS Outreach Worker

**Are you a values and purpose-driven Spanish-speaking person with a passion to serve members in the community?**

### **Who We Are:**

CSSP is a non-profit, multi-service organization serving the Latinx/Hispanic community for close to 50 years in the GTA. CSSP is a well-established organization respected by its clients, partners, and funders. We provide a wide variety of services and outreach to our community members. As a leader in the community, we plan to grow the impact and reach of our programs: Settlement, Legal Clinic, VAW, HIV/AIDS Prevention, Youth and Seniors.

CSSP is seeking applicants for a full-time HIV/AIDS Outreach Worker position. This is an ongoing position, contingent on funding, which will be open as of May 18, 2022. The outreach worker will be part of our HIV/AIDS Prevention Program and will engage in activities including client intakes, assessment, and intervention plans, as well as community outreach and public education. The successful candidate will have a high degree of professionalism, a collaborative approach to their work, strong interpersonal skills, a dynamic work ethic and the ability to effectively develop solutions as a critical thinker.

### **What You Will Do:**

- Responsible for program development and outreach to the Latinx/Hispanic LGBTQ+ community
- Engage actively in community events to assist clients with their needs and promote CSSP programs
- Inform manager of service delivery issues and matters of interest and concerns
- Connect clients with emergency support and services, including health/medical care, housing, legal, education, employment, income supplements, referrals to partners and agencies
- Facilitate the planning, coordination, and execution of workshops, support groups and information sessions
- Promote and organize events, webinars, videos, develop and collaborate with distributions of printed information resources for Latinx/Hispanic LGBTQ+ community
- Organize and support volunteer recruitment for the program delivery
- Participate in community projects, collaborate to increase number of clients
- Support management and program counsellors to facilitate implementation of activities and tasks according to established workplan and timeline
- Prepare and deliver weekly activity reports and timesheets
- Maintain accurate and current client records
- Assist in the preparation of program reports as required
- Provide intake and registration of clients receiving services following established protocols
- Participate in staff, network committee and Board meetings as required
- Facilitate training of volunteers, students and other staff
- Other duties as required to ensure the continuation of service to the community
- This position requires availability to work some weekends and evenings

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TELEPHONE: (416) 533-8545

[www.spanishservices.org](http://www.spanishservices.org)

### **Who You Are and What You've Done:**

- University Degree in Social Work, Public Health and/or relevant field
- Minimum of 2 years' experience working in health promotion, HIV/AIDS prevention, and outreach
- Demonstrated experience facilitating workshops and groups on a variety of issues to a diverse audience
- Demonstrated self-initiative with an ability to maintain records and provide written reports
- Exceptional interpersonal skills, with the ability to remain calm and assist distraught clients
- Strong organizational and time management skills and the ability to prioritize
- Adaptable with strong schedule adherence
- Excellent verbal and written communication skills, with an ability to express ideas and opinions clearly and effectively in both English and Spanish
- Awareness of and sensitivity to the issues impacting the Latinx/Hispanic LGBTQ+ community
- Demonstrated commitment for diversity, equity and inclusion
- Must possess a proficiency of computer systems and programs, social media, and technology - Microsoft Office and Zoom Workplace
- Ability to work independently with minimal supervision, under pressure and as part of a team
- A belief and commitment to upholding the organization's mission, vision and values

### **What we offer you:**

- A full-time position, working 35 hours a week Monday to Friday from 9:00 am to 5:00 pm ET
- The Outreach Worker role is a bargaining unit position with OPSEU Local 512
- Annual salary as per OPSEU Local 512 Collective Agreement, currently CAD \$21.79
- A group benefit package subject to waiting period

Application process If interested, please email your cover letter, resume and minimum of two references to **jobs@spanishservices.org** and enter "CSSP-CGHH HIV/AIDS Outreach Worker " in the subject line of your email by June 10, 2022 at 4:00 PM.

All offers for employment with CSSP are contingent upon the candidate having successfully completed a criminal background check. We believe that equity, diversity and inclusion are essential to the success and strength of our organization. We believe that a proactive approach where we support and embrace our individual talents and differences enriches our organization, our professional practice and our communities. It offers us a broader perspective to foster more creative ideas and greater effectiveness, which enhances our ability to provide our clients with the best possible advice and service. We are committed to accessibility for persons with disabilities. If you have any accommodation requirements, we will work with you to make appropriate arrangements.

**\*We thank all applicants who apply, only candidates selected for an interview will be contacted.**