



AIDS Bereavement and Resiliency Program of Ontario

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ABRPO Program Director *Job Description*

Position Title: ABRPO Program Director

Reporting To: Executive Director Fife House; AIDS and Hepatitis C Programs, Provincial Programs Branch, Ministry of Health

Supervises: Project Manager, Blended Learning Specialist, Support Coordinator, Contract Facilitators

Category: Management

Location: Fife House Head Office/Hybrid

Salary Range: \$75,200 – 79,880

ABOUT THE PROGRAM

The AIDS Bereavement and Resiliency Program of Ontario (ABRPO) provides resources to community-based HIV and Harm Reduction organizations funded by the AIDS and Hepatitis C Programs, Provincial Programs Branch, Ministry of Health. ABRPO supports agencies in examining their responses to cumulative grief and offers concrete supports to groups through consultations, presentations, training, and experiential workshops. Through these services, ABRPO provides caregivers in community-based agencies with additional tools to respond effectively to unique manifestations of loss arising from the ongoing multiple loss and deaths of clients, colleagues, friends, and community.

ABPRO is sponsored by and housed administratively within Fife House Foundation Inc. and operates under Fife House's policies and procedures. Programs and services of ABRPO are informed by a provincial advisory committee.

POSITION SUMMARY

The Program Director is primarily responsible for the overall program delivery of ABRPO, including financial management, budget submissions, reporting, co-managing human resources, record keeping, stakeholder liaison, and support of the Provincial Advisory Committee.

The Program Director is also responsible for the assessment of design, development, and delivery of programs and services, and strategic coordination and positioning of grief and bereavement within a larger community-based response to HIV/AIDS and Harm Reduction associated losses. This role operates and provides leadership from an integrated community development, adult learning, and multiple loss theory framework.

ABOUT THE CANDIDATE:

We are looking for someone who brings:

1. A strategic vision and an innovative approach to the work of ABRPO
2. A deep understanding and practical use of emotional intelligence and grief awareness
3. Ability to deliver capacity-building around grief and loss to meet the changing needs of the HIV and harm reduction sectors
4. A commitment to decolonial and anti-oppressive principles and practices
5. Lived experience with HIV, Harm Reduction and/or substance use
6. Lived experience and/or knowledge working with equity deserving groups (e.g., 2SLGBTQIA+ community, racialized peoples and communities, People Who Use Drugs)
7. Ability to partner and co-create interventions with outside community partners, and is
8. Comfortable with working with government officials and agencies

QUALIFICATIONS:

- A minimum of five years of progressive experience in the social services field with community based services preferred
- 3-5 years' experience managing program budgets and monthly, quarterly, and yearly reporting to various stakeholders
- Sound theoretical and practical background in bereavement, particularly multiple loss, trauma, and community impact
- Ability to develop, review/revise, and implement a capacity building program to meet provincial needs around grief and loss
- Ability to critically assess current needs within the sector and develop appropriate responses within scope of ABRPO
- Extensive experience working in HIV/AIDS & Harm Reduction settings
- Excellent group facilitation skills and adult education expertise
- Experience and knowledge of community-based organizations and the complex factors of transition
- Understanding and/or experience working with diverse, at-risk and equity deserving communities
- Resource management skills including proven experience working independently and collaboratively, team building, conflict resolution, team planning, facilitation and problem-solving
- Management experience including scheduling, developing and managing budgets, completing reports, operational planning, program evaluation
- Ability to travel in Ontario when needed
- Excellent written and oral communication skills
- Proficient in online meeting platforms and databases (i.e., zoom), Microsoft Suite

ACCOUNTABILITY:

The Director is a senior management position and has a dual reporting accountability to the Executive Director, Fife House and to the AIDS Bureau, AIDS and Hepatitis C Programs, Provincial Programs Branch, Ministry of Health.

AREAS OF RESPONSIBILITY

I. Program Direction

- Assess the requirements of each request for service and refer to ABRPO staff and Facilitation team, as appropriate
- Program administration and reporting including record keeping, financial management, filing, tracking, and monitoring of all requests for services and services provided
- Prepare program plans, funding submissions and ensures compliance with funder requirements
- Stay attuned to the trends in HIV/AIDS and Harm Reduction programming and to patterns of grief and bereavement among staff that serve the above populations

II. Programs and Services

- Direct, develop, assess and revised, and manage ABRPO program delivery in accordance with program mission, and mandate, values, objectives, and priorities, with the guidance of the APRBO Advisory Committee
- Assist agencies to recognize and value the natural grief and loss coping strategies of workers and help formulate recommendations to create effective new supports
- Keep abreast of multiple loss research and compile relevant information in a variety of formats accessible to personnel in community-based service organizations
- Ensure an optimum level and quality of service delivery by coordinating and implementing regular evaluations and research components
- Prepare written and verbal presentations for related regional, provincial, national, and international events



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III. Program Evaluation and Monitoring

- Monitor and report on the indicators in the ABRPO work plan
- Manage the program evaluation process consistent with the ABRPO's guidelines, including evaluating the delivery of on-site and online workshops
- Collaborate in the collection of program data and information for evaluation and reporting purposes

IV. Community Development and Partnership Building

- Facilitate program outreach and promotional activities
- Maintain communications with consultants, funders, and external partners
- Promote external partnerships by attending meetings such as HRO (HIV Resources Ontario and other meetings as invited or deemed relevant)

V. Advisory Committee Support

- In accordance with the HIV Sponsored Program Guidelines:
 - Meet and engage with the Advisory Committee on a regular basis
 - Provide programmatic information and strategic advice to the Advisory Committee to enable it to carry out its role
 - Provide written and verbal reports at Advisory Committee meetings

VI. Administration & Financial

- Deliver programs and services within budget
- Provide advice on budgetary and human resource requirements to meet program goals
- Work closely with the Fife House Director of Finance and Administration (who prepares all financial statements) to plan and develop the annual program budget and review expenditures and required financial reports
- Adhere to the financial policies and protocols of Fife House
- Receive, review, and process all invoices, travel and other program-related expenses
- Develop and maintain consultant service agreements and review and update annually

VII. Human Resource Management

- Provide supervision and support for ABRPO staff (3 internal staff and 6 facilitation consultants)
- Work with Fife House's People and Culture department to recruit, manage, and develop talent
- Complete regular performance reviews consistent with Fife House's guidelines, and conduct regular check-ins with staff/team members

VIII. Personal and Professional Development

- Maintain and develop professional competence through appropriate continuing education and professional development