



Positive Living North: No khēyoh t'sih'en t'sehena Society Outreach HIV/AIDS Educator Job Description pg. 1

Department: Education

Job Title: Outreach HIV/AIDS Educator

Responsible To: Executive Director and Education Department Coordinator

General Responsibilities and Expectations:

- 1) Be familiar with and adhere to Positive Living North's values, philosophy, mission statement, mandate, & policies and procedures.
- 2) Maintain confidentiality of all information acquired regarding Positive Living North operations and its members.
- 3) Ensure Positive Living North information and property are kept confidential and secure at all times.
- 4) Complete and submit required documentation as needed for payroll and personnel files.
- 5) Be familiar with and adhere to appropriate governmental laws and regulations regarding work place standards such as WCB, labour standards, Charter of Human Rights, privacy law etc...
- 6) Be familiar with and participate fully in supervision and performance appraisal activities.
- 7) Arrive on time and leave within regularly scheduled work hours; this includes breaks.
- 8) Complete work-related duties on time and to a satisfactory level in accordance to PLN's standards.
- 9) Check in with reception leaving from and returning to the office.
- 10) Notify your supervisor or the next appropriate personnel when they are unavailable when you're unable to come to work due to illness or emergencies etc.
- 11) Submit accurate time sheets and inform supervisor of any inaccuracies in pay checks.
- 12) Cover Front desk duties as required.
- 13) Build rapport with and support PLN members in a non-judgemental and non-exploitative way.
- 14) Complete appropriate training and professional development as required including PLN's in-house training ex. Reducing Barriers Modules.
- 15) Participate and/or facilitate committees as required.
- 16) Keep personal calls, visits and business to a minimum during regular hours of operation.
- 17) Attend and participate in regularly-scheduled department and PLN staff meetings and other meetings as required.
- 18) Attend and participate in your department and PLN events as required.
- 19) Work collaboratively as a member of your department and as PLN's staff team.
- 20) Participate and conduct yourself in a manner reflective of solution- focused problem solving when resolving conflicts.
- 21) Follow reporting protocol when resolving interpersonal conflicts.
- 22) Be open to receiving individual and group feedback on performance.



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- 23) Be committed to learning about communication, boundaries, and when to ask for support.
- 24) Be open to exploring social issues (like racism and homophobia) and how beliefs can affect job performance.
- 25) Cultivate personal characteristics that contribute to a healthy, dynamic team.
- 26) Represent PLN and your department to other service providers, in a positive manner in keeping with PLN's philosophies and mandate.
- 27) Conduct yourself in a professional and respectful manner when representing PLN with other professionals, community members, funders, Board of Directors, co-workers, staff members and/or members.
- 28) Complete all other related duties as required by your supervisor.

Specific Duties:

- 1) Facilitate educational programming and presentations in a knowledgeable and skilled manner, supporting PLN members in participating as facilitators when possible.
- 2) Assess the need for educational programs and assist in curriculum and resource development.
- 3) Network within the communities to raise the awareness of the PLN educational services available.
- 4) Evaluate the effectiveness of educational programs.
- 5) Assist with the ongoing development of education and volunteer policies and procedures for the Society, and coordinate volunteers.
- 6) Ensure supplies are ordered and available for education and awareness activities, on- and off-site.
- 7) Participate in the planning and implementation of plans for special events (e.g. AIDS Walk, Aboriginal AIDS Awareness Week, and World AIDS Day).
- 8) Participate fully, in a cooperative and collaborative manner, as a team member, and work in conjunction with other PLN departments in the provision of HIV/AIDS/HCV-related education and awareness activities.
- 9) If experience and skill level is appropriate: maintain Education Department Data Collection Spreadsheet, complete all Education Department reports and grants, organize and facilitate quarterly Education Department meetings, develop and revise Education Department curriculum to reflect current trends, and supervise and support Education Department team members as requested by the Executive Director.
- 10) Complete any additional duties requested by the Education Department Coordinator or Executive Director.