



CAAT-Community Alliance for Accessible Treatment

CAAT is a community-based organization dedicated to advancing access, equity and social justice amongst racialized and marginalized communities living with and impacted by HIV/AIDS. CAAT delivers programs and activities that include community engagement, public education, health promotion, capacity building, community-based research, partnership building and coordinated service planning. Our organization has served our community for more than 20 years and is a recognized provincial resource on issues related to HIV and immigration as well as being a champion in advancing GIPA/MEPA. Now newly incorporated, CAAT is at an exciting phase of our organizational history to further our core visions and missions to work with diverse community partners and affected communities to further our work in stigma reduction, building inclusive communities and advancing leadership of people living with HIV/AIDS.

Position Title: CAAT Executive Director (Full-Time Permanent Position – 35 hours per week, flexible hours expected)

Salary range: \$72,000-\$87,000 annually plus benefits

Location: Toronto

Reports to: CAAT Co-Chairs

Start Date: Immediately

Position Summary

The CAAT Executive Director (ED) serves as the leader of the organization, working closely with the Co-Chairs and the board of directors. The ED ensures the implementation of CAAT's strategic priorities, oversees budgets, funding proposals and reports, and is responsible for supervising a small staff team to ensure effective coordination and administration of the program activities including planning, development, and evaluation. The CAAT ED is responsible for the ongoing analysis and assessment of systems (operations and procedures) and for the day-to-day delivery of high-quality programs.

In Collaboration with the CAAT Board of Directors, the ED will plan and implement the delivery of the overall program and activities in accordance with the guiding principles, priorities, and goals of CAAT. In addition to these internal roles, the ED will participate in relevant networks, as well as establish and maintain effective strategic partnerships with agencies and community groups. They will also represent and act as a liaison with internal and external partners, service providers and the community.

The CAAT ED is required to work in ways that are respectful and inclusive of all services users, staff and volunteers and that promotes the mission and values of CAAT. This includes commitments to the greater involvement and meaningful engagement of people living with HIV/AIDS (GIPA/MEPA), anti-oppression, anti-racism, anti-discriminations against sexual minorities, harm reduction and commitments to equity and social justice.

Qualifications

We are seeking a leader with:

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- Post-secondary degree in social or health science or equivalent or more than 5 years of managerial experience in the HIV/AIDS sector
 - Demonstrated knowledge and commitment to GIPA/MEPA, harm reduction, social justice and anti-racism/anti-oppression principles and practices
 - Knowledge and work experience on HIV and immigration issues
 - Experience in project management and staff supervision
 - Demonstrated success in coordinating projects involving multiple stakeholders
 - Ability to be self-directed and be accountable to team process
 - Excellent verbal and written communication skills in English
 - Experience in social marketing, public education, grant writing and community-based research
 - Experience in direct client social/health services and demonstrated understanding of the social determinants of health
 - Ability to work collaboratively within and across teams
 - Ability to work effectively with people of various cultural, age and economic backgrounds
 - Lived experience with HIV/AIDS, immigration and refugee system is an asset

How to apply

Interested candidates please submit your resume and cover letter to the CAAT Co-Chairs at cochair@caat.link.

Should you require accommodation please contact the CAAT Co-Chairs.

We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.

Specific Responsibilities:

1. In Collaboration with the CAAT Board of Directors:
 - Plan and implement the delivery of the overall program and activities in accordance with the guiding principles, priorities, and goals of CAAT
 - Develop new initiatives to support the strategic directions of CAAT
 - Develop an annual budget and operating plan to support the program(s)
 - Develop a program evaluation framework to assess the strengths of the program(s) and to identify areas for improvement and develop recommendations for actions
2. Ensure long and short term planning, including succession planning, for CAAT's board, committees, and ongoing community needs assessments
3. Identify gaps and needs in program(s) and participate in filling such gaps and needs
4. Oversee peer and volunteer participation in programs
5. Develop funding proposals for the overall and individual programs
6. Develop systems and procedures to document program activities
7. Implement and evaluate the program(s) to meet community needs

8. Monitor and ensure program's outcome measurements are met, per funder guidelines and complete reports as required.
9. Participate in networks, as well as establish and maintain effective strategic partnerships with agencies and community groups
10. Represent and act as liaison with internal and external partners, service providers and community.
11. Keep CAAT Board Executives informed of program activities, plans, issues and evaluation findings – informally and formally in regular reports
12. Work with the CAAT bookkeeper and auditor to:
 - Ensure annual budget and operating plans are reviewed and approved,
 - Manage program budgets, ensuring expenditure is aligned with budget and report on any variances,
 - Ensure financial reports and supporting documentation are prepared for funders and major stakeholders,
 - Ensure appropriate information is communicated with funders as outlined in funding agreements.

Supervision of Staff

13. Oversee the recruitment, hiring and orientation of new staff.
14. Ensure that staff receive regular supervision and adequate, ongoing training and education.
15. Oversee individual performance management on regular basis including coaching, mentoring, goal setting and progressive discipline.
16. Review and approve staff lieu time, sick time, vacation requests and resolve any scheduling conflicts.
17. Ensure staff records are kept current and accurate by forwarding information to finance and human resources departments in a timely manner.
18. Review all appropriate staff expenditures.
19. Schedule and assign tasks and ensure that the workload is distributed amongst the staff on the team.
20. Conduct probationary and annual performance evaluations of each staff.
21. Ensure staff on team understand and adhere to organizational policies and procedures, and engage in policy review and development
22. Ensure that information and organizational communications are shared with staff and senior management as appropriate.
23. Adhere to the responsibilities of a supervisor under Occupational Health & Safety.
24. Mediate disputes that occur between staff when necessary
25. Ensure volunteers are supported by project staff for program activities

Organizational

26. Attend and contribute to organizational events and meetings as required;
27. Participate in and contribute to the effective functioning of team and committee meetings
28. Participate in relevant professional development, as assigned, to enhance skills.
29. Continue to improve professional knowledge and remain up to date concerning current trends in areas of specialization.
30. Observe and ensure compliance with CAAT policy and procedures.
31. Work to promote health equity and social justice within the scope of the role.

32. Be knowledgeable about and comply with the Occupational Health and Safety Act (OHSA), Personal Health Information Protection Act (PHIPA), Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and other relevant legislation.
33. Keep CAAT Board of Directors informed and up to date on relevant issues.