



Job Description	
Title	HCV Community Liaison*
Reports to	Manager, Street Health Centre
Position Type	Permanent, Full-Time (35 hours per week)
Vacancy Status	Existing Vacancy
Salary	\$41,969.20 – \$49,376.60 Annual

Position Summary

As part of the Hepatitis C (HCV) Team, the HCV Community Liaison will coordinate and deliver information and education through presentations and training sessions to client groups and regional providers. This staff will support and be a liaison with the Hep C Network within the community. The Hep C Network bridges and addresses gaps within the health, social services and legal sectors to enhance community coordination of service that affect people living with/risk of acquiring Hepatitis C.

The HCV Community Liaison worker will act as a bridge between individuals living with Hepatitis C, healthcare providers, and community support services, facilitating access to treatment, education, and ongoing care by coordinating appointments, navigating complex systems, advocating for patients, and providing support throughout the treatment journey, often focusing on vulnerable populations at high risk of contracting Hepatitis C such as individuals experiencing homelessness or substance use disorders.

Responsibilities

Key Responsibilities	Detail
Community / Regional Promotion & Education	<ul style="list-style-type: none">• Actively promote resources and treatments to clientele groups and regional providers through events, training, workshops and meetings• Connect and engage regional/community institutions and providers (including correctional facilities, shelters, educational institutions, social services, needle exchange and other health care settings) that are frequented by hard-to-reach populations living with/at risk of acquiring HCV in order to bridge local program and treatment teams as well as to establish the HCV team as a key contact for resources, referrals and support• Liaise with internal and community partners throughout the region (including the Hep C Roundtable and Hep C Network) to ensure an optimal continuum of health & social services through all stages of HCV education, support, care and treatment• Promote events such as World Hepatitis Day• Provide health promotion information on a variety of topics including; risk behaviors, the safe and appropriate use of harm reduction supplies and community resources• Participate in and provide training regarding naloxone overdose prevention• Provide resources and referrals to clients, as needed



Key Responsibilities	Detail
Program Support	<ul style="list-style-type: none">• Coordinate and support the utilization of peer support workers within the program, ensuring they have the training, information and resources on HCV prevention/harm reduction to provide information and referral services;• Participate in the planning of program evaluation initiatives;• Participate as a team member in all team functions; program planning, team meetings case conferences, committees and staff meetings;• Support clients navigating complex systems• Advocating for patients, and providing support throughout the treatment journey
Data Management & Reporting	<ul style="list-style-type: none">• Collect and enter accurate data for funder reporting;• Routinely review and compile data for reporting as directed by Manager;

Organizational Responsibilities

- Complies with all relevant legislation and KCHC policies, including privacy laws
- Understands the importance of trauma responsiveness and the impact of Adverse Childhood Experiences (ACEs)
- Understands the importance of Equity, Diversity, Inclusion, Indigenization and Accessibility (EDIIA) by promoting and practicing inclusion
- Supports consistent application and development of KCHC policies and procedures
- Supports all team members, including students and volunteers
- Promotes awareness of and participation in KCHC activities
- Demonstrated commitment to continuous learning and quality improvement
- On occasion, perform other temporary duties as required

Basic Education and Experience Requirements

- College Diploma in social services, community, public health or related field, or 2+ years of relevant experience in health promotion of harm reduction with marginalized persons;
- Minimum 2 years working in a community setting and with marginalized persons and/or harm reduction activities.

Knowledge, Skills and Abilities

- Excellent presentation and communication skills
- Excellent interpersonal, organizational, advocacy and negotiation skills, including the ability to facilitate meetings
- Knowledge and experience of HCV, harm reduction and peer support models
- Knowledge of strengths and challenges of street and/or drug involved individuals, issues affecting marginalized communities, and the community resources that provide services and support to marginalized persons
- Good understanding of ethical principles and boundaries, strong understanding of confidentiality and able to maintain professional relationships at all times with staff and clients
- Knowledge and understanding of the local health and social service sector, government programs and current legislation that may affect clients
- Demonstrated ability to work under pressure, to anticipate potential problems/conflicts and take appropriate actions and to meet deadlines
- Demonstrated ability to work independently and as a team member within an evolving role in a multi-disciplinary environment



- Strong knowledge of MS computer applications and other office related software

Position Competencies

- Communication skills, Relationship Building, Facilitating Groups, Time Management, Planning and Implementing, Teamwork

Other Competencies

- Strong commitment to health promotion, community development and adult education
- Must be able to work in a variety of social and physical settings
- Awareness of, and ability to support, provincial and federal privacy regulations
- Demonstrated commitment to continuous learning and quality improvement
- Demonstrated ability to attend work on a regular basis
- Excellent organizational skills and above average attention to detail

Other Requirements

- Travel required, mainly day trips but occasional overnights
- Valid driver's license and valid insurance, access to a reliable vehicle
- Current and satisfactory Criminal and Vulnerable Persons Check
- Ability to meet the physical demands of the position
- French speaking; an asset

Assets

- Ability to communicate in a second language
- Ability to work some evening and/or weekend shifts

Application Instructions

- Please include a cover letter clearly outlining how your skills and experiences correspond with the specific job qualifications along with your resume.
- Save all documents as a single PDF file using your own name (Last, First).
- Email to hr@kchc.ca citing reference 2025-33-KCHC in the subject line.
- Applications must be submitted to Human Resources by Monday July 7, 2025, at 11:59PM.

As a registered professional, to abide by and be accountable to the ethics and standards set out by the relevant regulatory body of the profession.

All KCHC staff have a duty to understand and follow KCHC policies, uphold high ethical and professional standards, and maintain confidentiality and privacy, using tact and good judgment in all dealings with other staff and clients.

KCHC is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please notify Human Resources.

Kingston Community Health Centres, 263 Weller Ave. Kingston ON, K7K 2V4

www.KCHC.ca