



# JOB POSTING

## Prison Outreach Worker

(Half Time: 17.5 hours/week)

**Reporting to:** Director of Treatment Information and Advocacy

**Start Date:** ASAP

**Benchmark:** Program Coordinator 1

**Grid Level:** 9

**Starting Wage:** \$19.26

**Closing Date:** Wednesday 02 April 2008

**BCPWA is a consumer-led, registered charitable society** run by and for persons living with HIV disease and AIDS. BCPWA is Western Canada's largest AIDS organization with a membership of more than 4,500 HIV+ members, and an annual budget of more than \$2 million.

### **Position Summary:**

Working in collaboration with the Prison Outreach Coordinator and under the direction of the Director of Treatment Information and Advocacy, the Prison Outreach Program Worker will perform a wide range of program duties ranging from administrative tasks to developing and delivering training to individuals in prison and recently released from Correctional facilities in British Columbia.

### **Duties:**

- Collaborates with the POP Coordinator in the organization of activities undertaken by the Prison Outreach Program Committee and provides administrative assistance with respect to POP meetings, information fairs and other initiatives the POP committee chooses to undertake.
- Develops training materials including power point presentations and printed material and presents to prisoners and prison staff as assigned or requested.
- Organizes and provides for POP phone line coverage as required to prisoners from 10 am to 10pm.
- Undertakes the management and scheduling of volunteer pop line phone attendants.
- Organizes and conducts support visits to prisoners in institutions and provides follow up to those being released
- Supervises and accompanies volunteers assigned to prison visits
- Advocates on behalf of members in prison or newly released
- Maintains appropriate client / prisoner files
- Organizes the annual WALK For Life in correctional institutions.
- Provides assistance and support as feasible to volunteers undertaking independent Prison Outreach-related tasks.
- Compiles and enters data from POP statistical sheets and workshop evaluation forms into the Project Talk database; collates and reports data as required to funders.
- Researches and develops brochures and other printed materials
- Maintains professional relationships with prison staff
- Provides administrative support to Prison Outreach Coordinator as assigned
- Performs other related duties as assigned

### **Qualifications:**

- Knowledge of current HIV and HEP C treatment information
- Some knowledge of advocacy
- Graduation with a recognized diploma or degree in social work or a related field
- Recent, related experience of one year
- Knowledge of the prison system in BC
- Practical knowledge of and proficiency in Windows OS and Microsoft Office Suite.

- A valid drivers license
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team in a diverse and fast-paced environment
- Reliable, non-judgmental, flexible and empathetic
- Highly organized and self-motivated
- Ability to establish and maintain strict personal boundaries
- Interest in prison advocacy and legal issues a plus

This position is covered by the terms and conditions of the prevailing Community Sub-sector Collective Agreement. CUPE Local 3495.

Please submit a cover letter and resume to Stephen Macdonald, Manager, Human Resources, by email only to: [stephenm@bcpwa.org](mailto:stephenm@bcpwa.org) **before 5:00pm Wednesday April 2, 2008**