

## **Program Coordinator – “Let’s Talk About It” T1D Caregiver Program**

**Start Date:** August 7<sup>th</sup>, 2023 (or ASAP)

**Length of Contract:** 12 – 24 months

**Hours:** 30 hours/week, (primarily remote, some evening and weekend work required)

**Rate of Pay:** \$30 per hour + 4% vacation pay

**Application Deadline:** July 21<sup>st</sup>, 2023 @ 5 PM

Diabetes Hope Foundation (DHF) was founded in 1999 by Barbara Pasternak after two of her three children were diagnosed with type 1 diabetes (T1D). Recognizing there was a gap in services for youth transitioning out of the pediatric health care system while simultaneously starting post-secondary school, DHF launched its Scholarship Program in 1999, and to date, has awarded 900 scholarships to support students as they start their post-secondary journeys.

To supplement the financial aid provided through the DHF Scholarship program, numerous programs and resources have been developed to support youth and their families through the transition years, including the Peer Mentorship Program, the Transition Guide (available for download and online) and the Wellness and Transition Webinar series.

Diabetes Hope Foundation is currently seeking a full-time Program Coordinator to develop and deliver the “Let’s Talk About It” caregiver program in the Peel Region. The program will provide emotional and social support to parents and caregivers of T1D youth during their transition to post-secondary school and the adult health care system through a four-part educational workshop series, delivered quarterly.

### **Responsibilities:**

- Work closely with Program Director to develop ‘Let’s Talk About It’ workshop series.
- Establish caregivers advisory committee to help inform program development.
- Collaborate with pediatric clinics in the Peel Region to promote and deliver workshops quarterly over two years, including sharing results and feedback.
- Use social media and networking to promote program workshops to families across Mississauga.
- Gather feedback and input from participants, evaluating program success and adapting the workshops to the changing needs of participants.
- Develop downloadable resources to support caregivers and families through the transition process.
- Update and maintain an accurate records of workshop registration and attendance.
- Work with Program Director to complete all required reports accurately and on time.
- Attend all meetings/events and complete related tasks as required.

### **Qualifications:**

- Degree/diploma in social work, social service work, psychology, community development, education, health services or the equivalent experience.
- Knowledgeable about T1D, including how T1D impacts the mental health and wellbeing of youth and their caregivers during transition.
- 2-5 years program development experience, including workshop design and evaluation.
- 2-3 years experience with program outreach and promotion.
- Extensive experience with workshop facilitation, both in person and using Zoom.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with colleagues and project partners.
- Ability to work independently with minimal supervision.
- Demonstrated ability to organize, plan and execute multiple tasks and events with high level of accountability.
- Proficient with Microsoft Office Suite, Google Drive and Canva.
- Knowledge of and experience using social media marketing tools (Facebook, Instagram, Linked In and YouTube).

- Lived experience with T1D and/or experience as a caregiver to a child with T1D is considered an asset.

Diabetes Hope Foundation is an equal opportunity employer. We encourage applications from members of equity-seeking groups including women, racialized and indigenous communities, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

Accommodation is available during all aspects of the recruitment process. If you require accommodation, please make your request known when contacted.

Please submit your application, including the position you are applying for to [info@diabeteshopefoundation.com](mailto:info@diabeteshopefoundation.com), ATTN: Hiring Committee.

We thank all applicants for their interest; only those selected for an interview will be contacted.