



Job Description - Navigator

Overview

Reporting to the Projects Manager, the Navigator coordinates linkage to care for peers living with or at risk of, HIV, hepatitis C, and syphilis in their community. The Navigator will facilitate engagement sessions with peers to increase their knowledge and understanding of STBBI and provide 1:1 support accessing healthcare services and implement novel testing technologies to streamline linkage to care.

Education (minimum requirements)

- High School Diploma or GED equivalent

Physical/ mental demands and work environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read computer screens and printed documents.
- Ability to communicate well with employees and clients.
- Interact with employees, various management levels and the public at large.
- Ability to lift up to 25 lbs.
- Repetitive work.
- Overtime may be required.
- Some occasional travel required.

The job is located at the MHRN site in The Pas. The job requires the incumbent to be sitting at a computer desk as well as mobility to set up and take down for meetings and other activities in the workplan.



Regular working hours fall between 8:00 am - 6:00pm, Monday through Friday. Occasional evening and weekend shifts may be required. Some travel is required. A valid Class 5 driver's license and access to a vehicle is required.

Duties & Responsibilities

Using a harm reduction, trauma informed, anti-racist, and culturally grounded approach, the Employee agrees to provide services to the Employer aligned with their skill set, as per job description).

Individualized / Group Support Services

- Conduct intake and assessment of new program participants.
- Provide and coordinate education and support relating to living with HIV, sexual health, STBBI prevention, mental health, trauma, and substance use.
- Coordinate education and support meetings with participants.
- Provide health care system navigation, referrals, and accompaniment to appointments to ensure linkage to medical care related to HIV, hepatitis C, and syphilis.
- Train in use and provide access to GeneXpert STBBI testing, Point of Care testing and Dry blood spot testing
- Provide education on and referrals to other relevant services.
- Engage in prevention discussions and activities, including the distribution of harm reduction supplies (safer sex and safer drug use equipment).
- In collaboration with the Network Coordinator, develop and maintain inter-agency collaborative relationships with community partners to enhance service delivery and outreach to program target populations.
- Engage and develop rapport with community members with the goal of entering into navigation relationships that can help invite the person into services, utilizing relevant personal experience, trauma informed practices and person-centered methods.
- Assist community members with short-term access to community referrals and other resources available in the moment.



Evaluation & Administration

- Maintain program statistics, documentation, and participate in ongoing program evaluation and reporting.
- Participate as a collaborative and supportive team member.
- Participate in agency events and activities.
- Comply with agency policies and procedures, including but not limited to maintaining confidentiality of participants and business operations in accordance with MHRN procedures and policies.

Other duties

- Responsible for Finance Management of program budgets and reporting requirements:
 - Responsible for following program budgets
 - Responsible for submitting all financial documents
 - Responsible for managing and reconciling petty cash expenses
 - Responsible for producing program reports
- Assist with the development and administration of evaluation tools according to workplans
- Responsible for ensuring that necessary materials & equipment for activities are in stock
- Identify, develop, and/or participate in appropriate networks and coalitions
- Responsible for day to day operations of the office
- Assist with event planning, including conferences
- Follow all policies and procedures of the Organization
- Other duties as delegated by the Executive Director or Manager

The Employee further agrees that position titles, job duties, responsibilities, and expectations can change to meet the needs of the Organization.

Authority & Accountabilities

Reporting:

This position reports to the Project Manager



Accountability

Under this Agreement, in addition to the Job Description, the Employee is accountable for the following:

- The deliverables in the respective funding workplan
- Financial management of respective budget
- The evaluation requirements of the funding agreements
- Maintain positive working relationships with coworkers, community partners, network members, and peer advisory council members.

Qualifications/ Key Competencies

- The Navigator position requires experience with:
 - working with people who use drugs and experience colonial and structural violence
 - working with people who face barriers to accessing western services
 - working with people who are living with HIV or hepatitis C
- Lived experience is an asset.
- Previous navigation experience preferred.
- Understanding of harm reduction practices, and the needs of People Who Use Drugs (PWUD).
- Knowledge of HIV, hepatitis C, and other STBBIs, gender and sexual diversities, sex work, and related issues an asset.
- Ability to manage conflict, mitigate/respond to stressful situations and engage traumatic stories.
- Ability to listen with care, treat people with respect and dignity, and respond to each individual's unique needs with a non-judgmental approach.
- High ethical standards and professionalism with a demonstrated ability to maintain confidentiality and appropriate boundaries including FIPPA and PHIA.
- Ability to work independently, as well as a member of a team
- Basic computer skills necessary, and familiarity with Google Suite programs a plus.
- Current Non-Violent Crisis Intervention (NVC) or MANDT, Suicide Intervention (ASIST), and First Aid/CPR certifications an asset.
- Environment can be noisy at times.
- Effective written, verbal and non-verbal communication skills and networking abilities.



- Experience in the provision and maintenance of budgets and finance management.

HOW TO APPLY

Please submit your resume and cover letter by email before 4pm, April 30th, 2026 to humanresources@mhrn.ca with APPLICATION - Navigator, The Pas in the subject line

Applicants are to clearly demonstrate how they satisfy the qualifications above and work from a harm reduction approach in their cover letter. Only those selected for interviews will be contacted.