



## **Position: Gender-Affirming Care Program Coordinator**

**Job Type:** Part-time, funding-based

**Hours:** 15 hours per week (3-5 hours/day, 3-5 days/week with flexibility in scheduling). Primarily weekday daytime hours, with opportunities to work occasional evenings.

**Anticipated Start Date:** Flexible, March – April 2026

**About Us:** The Halifax Sexual Health Centre (HSHC) is a non-profit organization committed to promoting sexual and reproductive health within an environment that respects and supports individual choice. We provide confidential, complete, freely-accessible, and non-judgmental information and services related to sexual, reproductive, and gender-affirming health.

**Our Vision:** All members of our community have full, equal, non-judgmental, and safe access to sexual, reproductive, and gender-affirming health care and education.

**Our Mission:** Improve and optimize the sexual, reproductive, and gender-affirming health of all members of our community, by providing high quality and caring services, and empowering clients to make healthy choices.

### **The Opportunity**

HSHC is currently seeking a Social Services or related grad to join our multi-disciplinary team. HSHC is looking to pilot a Coordinator of our Gender-Affirming Care (GAC) program. This will provide new and existing clients the convenient option of having one primary direct-contact for coordinating services related to GAC needs. The Coordinator is responsible for administrative coordination of GAC including appointment booking, paperwork organization, clinical task follow-up, form submission, and clinical/project development. The Coordinator is also responsible for patient-facing care including facilitation of intake appointments for initiation of Gender Affirming Hormone Therapy (GAHT), referral/resource information, and supporting patients with completion of necessary paperwork for their access to Gender-Affirming Medical & Surgical Treatments (GAMSTs). At HSHC, all staff work autonomously and in collaboration with nurses, physicians, physiotherapists, and non-clinical team members to provide excellent sexual, reproductive, and gender-affirming healthcare to the community.

### **Primary Job Responsibilities**

Direct Service:

- Facilitates GAHT intake appointments in line with WPATH Standards of Care Version 8 for patients seeking gender-affirming hormones
- Initiate and maintain patient charts and ensure accurate record keeping
- Facilitates access to appropriate resources including Provincial Pharmacare, Department of Opportunities of Social Development (including Income Assistance & Employment

Support), Dalhousie Centre for Psychological Health, and other community-based resources as applicable to enhance patient wellbeing

- Support in paperwork and form management for those seeking gender-affirming hormones and/or surgery
- Facilitates services to patients through coordinated social casework services ensuring all HSHC service providers are aware of each other's engagement
- Organization of the post-operative support kit program

#### Clinical/Project Development:

- Participate in the development of GAC Coordination model
- Participate in skills development for HSHC physicians, nurses, and staff
- Contribute to effective multi-team relationships
- Attend monthly interprofessional GAC meetings

#### Sexual, Reproductive, and Gender-Affirming Health Navigation:

- Maintain knowledge of community resources for sexual, reproductive, and gender-affirming health
- Provide informal healthcare navigation for patients requesting care beyond HSHC's capacity
- Maintain procedural information for accessing sexual, reproductive, and gender-affirming care for HSHC's clinical setting and community settings

#### **Required Knowledge, Skills & Abilities**

HSHC aims to provide accessible and client-centered services and we pride ourselves on building an organization that celebrates freedom of choice, diversity, and open-mindedness.

**This position is specifically designated for those who identify as a part of the 2SLGBTQ+ community. Two-Spirit, transgender, non-binary, and/or gender diverse candidates will be prioritized.**

We recognize and value people's lived experience as a legitimate attestation of skills and abilities. Applicants are encouraged to describe their relevant experience and interest in working with our team in their cover letter.

To achieve success as the Gender-Affirming Care Coordinator, the following qualifications and skills are essential:

- Education: Degree/Diploma in Social Services, Bachelor (or Candidate) of Social Work (BSW), or other relevant field
- Trained and familiar with the WPATH Standards of Care
- Experience in program development
- Experience working with trans and gender-diverse populations



- Supportive counselling skills
- Ability to work independently and as part of an interprofessional team

### **Core Competencies**

These experiences and skill sets are critical to success in this position:

- Excellent cultural competency in 2SLGBTQ+ language and pronoun usage
- Ability to discuss sex and sexuality with confidence in a non-judgmental and sex-positive manner
- Interest in participating in and aiding development of pilot programming
- Critical thinking skills
- A personal understanding and investment in supporting and protecting sexual, reproductive, and 2SLGBTQ+ rights in Canada

### **Other Competencies & Qualifications**

These are considered assets for success in this role but are not required:

- Experience working with MedAccess Electronic Medical Record system
- Experience offering general sexual and reproductive health counselling
- Familiarity with the non-profit sector

### **Compensation Package**

**Wage:** \$24.75 per hour

#### **Benefits:**

- Flexible schedule
- Casual dress
- Hybrid remote working opportunities, if desired
- On-site parking
- Professional development opportunities

### **Application Instructions**

- Applications must be received at [ed@hshc.ca](mailto:ed@hshc.ca) *no later than March 15 at midnight.*
- Cover letters should be addressed to the attention of the Executive Director
- Please submit your resume and cover letter combined as a single PDF document (*\*applications received in other formats will be excluded from review\**)
- Only those selected for an interview will be contacted. Interviews will be taking place during the week of March 16.

HSHC is committed to employment equity and fostering a collegial culture grounded in diversity and inclusiveness. We acknowledge that marginalized people face systemic barriers due to race, gender identity, religion, ability, sexual orientation, and more - we encourage applications from individuals who represent the full diversity of our communities. Applicants are welcome to self-identify in their cover letter or application.