

DOWNTOWN EAST TORONTO

ONTARIO HEALTH TEAM



POSITION TITLE: Project Manager, Downtown East Toronto Ontario Health Team (Full-Time Contract Position)

DATE: January 19, 2021

CONTRACT LENGTH: February 1, 2021 – March 31, 2022

BACKGROUND:

LOFT is a member of the [Downtown East Toronto Ontario Health Team](#) (DET OHT), a group of health and social service partners who have deep roots in the community and is committed to creating an integrated system of care. Our vision is to provide our community with seamless access to inclusive, inspired and responsive care through one connected system of diverse providers who enthusiastically embody a holistic approach to improving health and health outcomes. The DEOHT focus in Year 1 is on improving health care outcomes and experiences for two priority populations: people experiencing homelessness and adults with mental health symptoms. LOFT is hiring a Project Manager to support this work.

PURPOSE:

The Project Manager, Downtown East Toronto (DET) Ontario Health Team (OHT) position encompasses a wide range of activities designed to research, plan, implement, measure and evaluate practices to improve client outcomes and system integration across the DET OHT. This position will work collaboratively with numerous stakeholders including leaders, patients/clients, caregivers and community members and provide leadership support on initiatives/projects that contribute to the achievement of overall goals and objectives of the DET OHT. Year 1 Population Focused Initiatives: People Experiencing Homelessness (PEH) and Mental Health (MH), and will work closely with the Co-Chairs/Co-leads of many committees. This work of this role will be collaboratively directed by the co-chair/co-leads of these initiatives as well as the Lead of the Secretariat for the DET OHT. Strong project management, interpersonal and relationship building skills are central to the position.

RESPONSIBILITIES:

1. PROJECT MANAGEMENT

- a. Plan, design, implement and evaluate key projects identified to achieve DEOHT priorities and quality improvement
- b. Apply project management principles to facilitate the introduction of new services or evolution of existing services to ensure well-coordinated execution with quality assurance

- c. Work closely with external stakeholders in offering project leadership toward system-level initiatives
 - d. Engage internal and external stakeholders
 - e. Continuously monitor progress and outcomes across project activities
2. DATA COLLECTION AND REPORTING
 - a. Collect data and complete ongoing reporting requirements
 - b. Track deadlines to ensure all required reports are submitted across seniors programs
 - c. Review reports on a regular basis and work with stakeholders to improve processes and ensure data quality
 3. OPERATIONAL PLANNING AND SUPPORT
 - a. Work across programs to collaboratively address opportunities for growth and improvement
 - b. Support the refinement of administrative processes and procedures
 - c. Assist stakeholders with development and monitoring of budgets where appropriate
 - d. Facilitate development or updating of documented policies and procedures
 - e. Research activities, identify gaps in service and recommend solutions
 - f. Participate in meetings, committees, events and activities upon request
 4. KNOWLEDGE TRANSLATION & COMMUNICATION
 - a. Produce comprehensive materials reflecting innovative work to demonstrate impact
 - b. Spread outcomes and best practices developed at DET OHT through conference submissions
 - c. Develop presentations, reports and proposals related to existing or planned service delivery
 - d. Participate at external tables to share DET OHT perspective and ensure involvement in broader planning
 5. Fulfill other duties, as assigned by the Director of Project Management

EDUCATION, SKILLS & KNOWLEDGE:

- Graduate degree in business administration, health administration or equivalent specialization
- 5+ years demonstrated project management experience.
- Strong project management skills and proven record leading projects
- Project Management Professional certification is an asset
- Experience in collaborative work or partnering in non-profit environment.
- Critical appraisal skills, able to see “big picture” and recognize implications on the broader health care system
- Knowledge of anti oppressive frameworks in service planning
- Highly effective oral and written communication skills.
- Experience working independently and in teams.

- Ability to implement program plans, prioritize projects and achieve successful results.
- Ability to balance competing demands and use sound judgment.
- Strong computer skills in Word, Excel and PowerPoint
- Demonstrated ability to foster positive relations and work with a broad range of people and service providers
- Ability to exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Sensitive to working with people of diverse cultural, age and economic backgrounds and marginalized individuals with an understanding of cultural competency and framework

LOFT Community Services is committed to fostering an inclusive and accessible environment and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. LOFT is committed to making employment opportunities accessible in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Requested accommodation will be provided in all parts of the application and hiring process by contacting humanresources@loftcs.org or (416) 979-1994.

We welcome and encourage people from equity-seeking communities and intersecting identities to apply for this position.

TO APPLY: Send resume with cover letter to Human Resources, **Email:** hr@loftcs.org

PLEASE INCLUDE: “PROJECT MANAGER” IN THE SUBJECT LINE OF ANY EMAILS.

CLOSING DATE: January 31, 2021