



Canadian Mental
Health Association
Sudbury/Manitoulin
Mental Health &
Addiction Services

Association canadienne
pour la santé mentale
Sudbury/Manitoulin
Services de santé mentale
& de toxicomanie

POSTING: Standards Specialist , 1 position available

Full-time, temporary: 35 hours per week; (up to 24 months). Start date: June 3, 2019 (TBC)

RESPONSIBILITY:

The Standards Specialist is responsible for identifying, coordinating and leading Quality Improvement initiatives for the Agency. They play a leadership role in the administration of the agency's electronic record management system and associated statistical reporting. The Quality Improvement Coordinator is involved in the maintenance of accreditation standards and coordinating the agency's accreditation process/cycle.

QUALIFICATIONS:

- *Education requirements:* Completion of a Masters degree in Health Care Quality
- *Language requirements:* Fluency in English is essential
- *Required personal competencies:* Teamwork and collaboration, Organization, Interpersonal skills, Excellent written and oral communication, Accurate and detail oriented, Integrity, Ability to supervise working groups and committees, Ability to work under tight deadlines in a fast-paced environment
- *Experience:* 3 years to less than 5 years related experience
- LEAN Greenbelt certification and demonstrated experience in the application of quality improvement methodologies
- Advanced understanding and administration of electronic record management systems including the BCare client database
- Superior skills in health care data analysis and interpretation
- Experience with health policy, program planning and evaluation and strong project management skills
- Experience applying Accreditation Canada Standards and processes
- Demonstrated understanding of community-based mental health services
- Advanced understanding and application of computer software including Microsoft Visio, Office Suite and data analysis software such as SPSS

SALARY: \$37.07/hour

LOCATION: 111 Elm Street, Sudbury, ON P3C 1T3

OTHER INFORMATION: A criminal record check with vulnerable sector screen will be required.

TO APPLY: Please send a complete resume and cover letter to the attention of Stephanie Lefebvre:

By email: slefebvre@cmha-sm.on.ca

- *Canadian Mental Health Association-Sudbury/Manitoulin (CMHA-S/M) offers competitive benefits including paid mileage and HOOPP pension plan*
- *CMHA-S/M is an equal opportunity employer. We encourage all applications including from Students, Youth, Veterans of the Canadian Armed Forces, Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada, Seniors, and Apprentices.*
- *CMHA-S/M complies with AODA legislation and supports persons with disabilities with accommodations. Please notify us if you have any accessibility requirements.*
- *Personal information submitted will be used for the purpose of determining suitability for this/these positions only.*
- *All applicants are thanked for their interest; however, only those selected for an interview will be contacted.*