



The Four Villages
Community Health Centre
Working Together for Whole Health

**Project Manager,
West Toronto Ontario Health Team
Temporary Full-Time
(35 hours per week, 1.0 FTE)**

On behalf of the West Toronto Ontario Health Team (WTOHT), the Four Villages Community Health Centre is looking for Project Manager(s). The WTOHT works together as patients, caregivers and healthcare providers. Our vision is to improve the experiences of, and outcomes for, people living and seeking care in West Toronto for all stages of life by becoming one connected system of health and social care.

The work of the OHT involves many streams of work. This includes initiatives for specific patient populations, and others that are more cross-sectional, including engaging with patients and primary care providers, digital solutions and Anti-Black Racism efforts to name a few. The Project Manager role will enable the successful execution of a small number of these streams of work which will include patient, physician and provider engagement, quality improvement, performance measurement, evaluation and communications related to identified streams of work. This role will take direction from, and provides support to, co-chairs of 2-3 streams of work and Secretariat Lead.

KEY ACCOUNTABILITIES:

- Develop and lead the implementation for assigned streams of work that will ensure the optimal delivery, execution and implementation of project goals/initiatives, including:
- Creating project plans to facilitate project implementation, utilizing best practice guidelines and appropriate tools;
- Taking the lead in managing deliverables related to assigned projects, including tracking project milestones/ deliverables, ensuring all associated project activities are well coordinated, organized, etc., to ensure the smooth implementation of project objectives/activities;
- Identifying and resolving issues and concerns, in a timely manner, that may hamper project activities;
- Determining, evaluating and providing mitigating plans for risk issues while managing performance against expectation of the project team;
- Tracking and monitoring project activities, utilizing information to develop and deliver progress reports, proposals, requirements documentation, predictions, etc.

- Managing performance expectation against project team results to determine areas that need improvements and implementing appropriate action to meet established project goals;
- Proactively manage changes in project scope, ensuring crises contingency plans are in place; and budgets are managed
- Deploy a Quality Improvement approach to the work, this includes being data driven, supporting acquisition and analysis of data, and help inform management and development of the collaborative Quality Improvement Plan
- Support reporting requirements, including the quarterly Ministry reporting
- Rely on and use full understanding/knowledge of project implementation characteristics to facilitate the effective management/implementation of large scale projects and the communication process to ensure clients and other relevant parties are kept in the loop;

QUALIFICATIONS:

- Graduate degree in a Health Care related area or bachelor's degree or equivalent relevant specialization.
- 5-7 years of project management experience in a health care environment, community based environments an asset
- Proven experience working independently and in teams.

KEY SKILLS:

- The incumbent must have strong project management, facilitation, health equity, interpersonal and relationship-building skills.
- Able to collaborate effectively with colleagues and other groups.
- Experience successfully leading and supporting change projects
- Experience working with patient partners and physicians
- Ability to break down complex system problems into a sequence of manageable work packages
- Demonstrated experience in managing diverse project stakeholder relationships and expectations;
- Excellent written and oral communication skills such as group facilitation, management of meetings, and public speaking.
- Able to prioritize and manage multiple projects.
- Critical appraisal skills, able to see 'big picture' and recognize implications on the broader health care system, community sector and local service delivery
- Strong computer skills/online literacy, fluency in all MS Office suite programs (or equivalents)

- Able to respond to changing situations with flexibility, creativity and sensitivity.
- Working knowledge of the current Ontario health care system is an asset to provide contextual understanding to OHTs and their potential for system transformation.
- Sensitive to working with people of diverse cultural, age and economic backgrounds as well as marginalized individuals.

Contract Duration: May 2, 2022 – March 31, 2023

Hours of work: 9:00 am to 5:00 pm working a 37.5 workweek. The incumbent may be required to work beyond 5:00 pm and is expected to attend periodic evening meetings

Salary: \$75,000.00 - \$90,000.00 per annum, plus 4% in lieu of vacation and 6% in lieu of benefits

Pension: Healthcare of Ontario Pension Plan (HOOPP)

Closing date: April 29, 2022

As a condition of employment, the successful candidate must be fully vaccinated for COVID-19 and provide proof of their vaccination status prior to the start of employment.

Interested candidates should e-mail a resume and cover letter indicating the position title to: Hiring Committee at jobs@4villages.on.ca.

We thank all the applicants for their interest and advise that only those selected for an interview will be contacted.

We are an equal opportunity employer and encourage resumes from people who reflect the diverse communities we serve. Reasonable accommodation will be provided in all parts of the hiring process as per resources available to us. If you require any accommodation, please advise Human Resources.

Please note Four Villages is a scent-free environment.