

The **Hamilton Niagara Haldimand Brant Community Care Access Centre**, a leader in community health, links people of all ages to a range of health and support services at home and in the community through information, coordination, and professional support. We do this through the provision of services in both official languages in accordance with applicable legislation and with cultural sensitivity to the populations we serve.

We offer meaningful work, in a team based environment, competitive total compensation and programs to support work-life balance. We are an equal opportunity employer.

NOTICE OF VACANCY

Accreditation Manager – Temporary Full Time

POSITION SUMMARY:

Reporting to the Director of Quality and Performance Management, this position is responsible for coordinating all organizational activities associated with successfully achieving accreditation status through Accreditation Canada's QMENTUM Program.

KEY RESPONSIBILITIES

- Provide end to end leadership and coordination for the Accreditation Canada QMENTUM process, with an understanding of accreditation standards and how they affect departments / divisions of the HNHB CCAC
- Ensure a collaborative approach to the collection, aggregation, analysis, benchmarking, and dissemination of information as it relates to Accreditation Canada standards
- Maintain required documentation on the Accreditation Canada portal
- Design and implement the Accreditation plan including timelines and deliverables
- Liaise with the Accreditation Canada Specialist
- Work with Governance, Management and Staff on the self-assessment, instruments and indicators provided by Accreditation Canada and the submission of an organizational evidence document
- Work with teams of front-line staff and management to plan and prepare for the Accreditation survey
- Share the results of the on-line surveys throughout the organization
- Assist teams in the development of strategies and action plans to address identified gaps and/or risk issues
- Develop a sustainability plan to incorporate and monitor the accreditation standards within daily operations
- Provide support, direction, coaching and facilitation to the Accreditation Teams, as required
- Develop, implement and evaluate multi-level communication and educational plans for all levels of the organization
- Participate in the CCAC Provincial Accreditation Networking group
- Perform other duties as required

QUALIFICATIONS: Educational Qualifications

- A university degree in a related discipline (business administration, health sciences) or equivalent

Experience

- 3-5 years of relevant management/leadership experience
- Proven project management, coordination, organizational and time management skills
- Extensive experience leading/managing the accreditation process (experience with Home Care Standards preferred)
- Direct knowledge of and experience with Accreditation Canada's Qmentum Program

Skills and Abilities

- Demonstrated knowledge of quality improvement principles
- Demonstrated knowledge of indicator development
- Experience in facilitation and management of group processes for large and small groups
- Demonstrated excellence in verbal and written communication skills
- Ability to work independently and perform duties in a professional manner
- Ability to produce high quality work with attention to detail, while meeting deadlines under stressful conditions
- Client service oriented and able to work effectively with diverse groups
- Demonstrated leadership abilities, decision-making, problem solving, and conflict resolution skills
- Strong analytical skills
- Demonstrated ability to utilize information technology
- Advanced computer skills and the ability to use a variety of software programs in the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Project)
- Experience with CCAC/Community Sector an asset

- Position will include travelling to all five branches of HNHBC CCAC. Valid driver's license and/or access to vehicular transportation is a requirement

HOURS OF WORK: Monday to Friday, 8:30am to 4:30pm

DEPARTMENT: Performance Management & Accountability

SALARY RANGE: To be determined

COMPETITION #: X.10/11.35

CLOSING DATE: April 25, 2011

To Apply:

Please visit our website at www.hnhb.ccac-ont.ca and click on "About Us" → "Careers" → "Postings" and follow the prompts.

Alternatively, copy and paste this link into your browser to view our current opportunities: <https://careers-ccac-ont.icims.com/jobs/search?ss=1&searchLocation=&searchCategory=>
