

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**

### **LEAN SIX SIGMA BLACK BELT: CONTINUOUS IMPROVEMENT LEAD**

#### **Permanent Full-Time**

**POSITION SUMMARY:**

This full time position combines leadership ability, technical skills and statistical knowledge with the ability to work effectively in teams and communicate clearly. As a technical leader and key player implementing Lean/Six Sigma principles you will have demonstrated experience in the field for a minimum of 5 years. Your key functions are to lead complex continuous improvement projects in collaboration with project sponsors and to work effectively with staff teams to apply Lean Six Sigma concepts and tools. You will also assist in project identification in continuous improvement showing concern for current processes and results while working to improve internal systems and remove barriers to improvement. You are responsible for achieving project results and communicating progress of projects and activities within your portfolio.

**CORE DUTIES, RESPONSIBILITIES, AND RELATED TASKS:**

**Continuous Improvement**

- Introduces and implements Lean Six Sigma principles, methodology and tools to team members and the organization
- Participates in project idea generation for the consideration of the Continuous Improvement Steering Committee
- Determines and documents project plan/requirements for assigned projects in collaboration with the Project Sponsor and using the DMAIC process
- Determines resources required for the project in collaboration with the Project Sponsor
- Assists the team to define value from a customer perspective
- Facilitates meetings, kaizen events, value stream mapping exercises and other Lean Six Sigma tools and techniques
- Defines key project metrics in collaboration with the Project Sponsor and Project Team
- Monitors key project metrics to determine the ongoing progress toward deliverables
- Conducts regular project reviews and reports project status to the Director, Continuous Improvement and Project Sponsor
- Regularly communicates progress of projects to Project Teams and Director, Continuous Improvement
- Identifies, manages and mitigates project risks
- Successfully manages projects timelines and deliverables
- Ensures the sustainability and spread of new processes within the organization
- Transfers responsibility for the ongoing monitoring and management of performance metrics to Performance Management staff upon project completion
- Maintains required project documentation
- Mentors and coaches staff on the application of Lean Six Sigma methodology to smaller scale projects
- Provides Lean Six Sigma Green Belt and White Belt training

**QUALIFICATIONS:****Educational Qualifications**

- Trained in the principles of Lean Six Sigma Improvement methodology (Black Belt certification required)
- A degree in Engineering or Operations Management an asset
- Project Management designation an asset

**Experience**

- Application of Lean Six Sigma skills in service or health care sector preferred
- Knowledge and understanding of the CCAC environment is an asset
- Project management experience

**Skills and Abilities**

- Excellent written and verbal communication skills and ability to communicate well at all levels of the organization
- Strong leadership, facilitation, negotiation and conflict resolution skills
- Coaching and mentoring skills
- Excellent training and presentation skills
- Ability to influence internal and external stakeholders to motivate them to make the necessary changes for improved performance
- Proficient with Microsoft Office Word, Excel, PowerPoint, Visio and Minitab
- Recognized ability to work with teams and individuals to achieve success
  
- 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.11/12.03

**CLOSING DATE:** May 11, 2011

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**To Apply:**

Please visit our website at [www.hnhb.ccac-ont.ca](http://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=>

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