



Canadian Mental
Health Association
Ottawa
Mental health for all

Association canadienne
pour la santé mentale
Ottawa
La santé mentale pour tous

EXTERNAL POSTING

The Canadian Mental Health Association, Ottawa Branch (CMHA) is a private, not-for-profit, charitable organization dedicated to promoting good mental health and improving the quality of life for people with serious mental illness.

CMHA provides active outreach and intensive short and long-term community support to people living with serious mental illness and substance use disorders who are homeless or at risk of becoming homeless.

CMHA is a member of the Ottawa East Ontario Health Team (OE-OHT) Steering Committee and its working groups to represent the interests of the sector and the providers of mental health and addiction care and services for the assigned population.

CMHA, Ottawa currently has a vacancy for the following position:

PROJECT LEAD (Union Exempt)

Type of Position: Temporary Full-Time

Length of Term: Until March 31, 2022, with the possibility of extension.

Hours of work: 35 hours per week, Monday to Friday, 8:30 - 16:30

Pay Rate: \$43.19 per hour

ESSENTIAL MINIMUM QUALIFICATIONS:

Education: Undergraduate degree (B.A.) in management or business administration, health or related field; PMP (Project Management Professional) certification.

Professional Affiliation: Registration with an Ontario College of the relevant affiliated health care profession.

Experience and Knowledge:

- Minimum of three (3) years of relevant project management experience.
- Knowledge of change strategies and project planning.
- Experience working in a health and social services environment that has allowed you to develop a global vision and appreciate the complexity of these environments.

- Proficiency in Microsoft Office Suite (including MS Project, Excel, PowerPoint, SharePoint, Outlook, MS TEAMS) and other virtual platforms.

Asset:

- Graduate degree in administration, project management or health administration management.
- Experience and/or education in equity, diversity, and inclusion.
- Professional affiliation with a health care and/or social services profession.

Key Competencies:

- Result oriented.
- Ability to mobilize matrix teams.
- Ability to work in a team.
- Ability to analyze and synthesize.
- Ability to plan/organize.
- Ability to problem solve.
- Ability to convey information effectively to different audiences.

Language:

- Bilingual (French/English), essential; intermediate oral and written skills.

Vehicle:

- A valid class G driver's license and transportation is required for this position.

Deadline to apply:

Please submit your resume to the recruiting department at recruitment@cmhaottawa.ca by **Tuesday, August 17, 2021, 4:30 pm.**

The Canadian Mental Health Association is committed to developing inclusive and barrier-free selection processes and workplaces. If you contact us regarding this job posting, please advise us if you require any accommodations for the interview process.

Applicants who receive a conditional offer of employment must produce a vulnerable sector criminal record check, proof of academic standing and meet all legal conduct requirements.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

JOB DESCRIPTION - PROJECT LEAD

Canadian Mental Health Association OTTAWA BRANCH

Title: Project Lead

Reports to: Director, Clinical Services

Programme: Administration

Approved by: Executive Director

Date approved : June 2021

Date revised:

The Canadian Mental Health Association Ottawa Branch aspires to provide client-directed services and programs with and for people with mental health problems and to enhance, promote and maintain the mental health of individuals and communities through education and awareness.

POSITION SUMMARY:

Under the supervision of the Director of Clinical Services as a member of the Ottawa East Health Team (OE-OHT) Steering Committee, the incumbent plans, coordinates and facilitates projects and initiatives that are primarily, but not exclusively, broad in scope. The incumbent also acts as a change agent to engage members of the two (2) teams for which this person will provide ongoing support. Fifty percent (50%) of the incumbent's time will be dedicated to coordinating the activities of the Mental Health and Addictions Working Group (MH&A WG) and fifty percent (50%) with the OE-OHT Best Practice Spotlight Subgroup (OE-OHT-BPSO). The incumbent will be responsible for the implementation of projects and initiatives in collaboration with the Support Manager of OE-OHT.

PRINCIPAL RESPONSIBILITIES AND DUTIES:

- 1 Participate in the planning and coordination of various projects and initiatives:**
 - 1.1 Manage delegated projects, including planning, implementation, and closeout/handover phases to operations.
 - 1.2 Manage resources, timelines, and quality of deliverables to optimize project success.
 - 1.3 Participate in the development of linkages between the two teams mentioned above.

- 1.4 Participate in the development of funding submissions (e.g., Advanced Clinical Practice Fellowship, etc.).
- 1.5 Keep the immediate supervisor informed of any operational concerns.

2 Facilitation of project progress and effective communication:

- 2.1 Manage changes while adapting to the scope of the change required
- 2.2 Update projects progress sheets and funding submissions
- 2.3 Effectively synthesize and communicate issues, status, risks and required decisions to the appropriate authorities as per the project and propose solutions
- 2.4 Organize and orchestrate activities to achieve project deliverables
- 2.5 Facilitate and chair team meetings as needed
- 2.6 Respond to stakeholder requests, questions, and concerns
- 2.7 Maintain relationships with external contractual partners and suppliers contributing to delegated projects as per the defined contract
- 2.8 Ensure good interpersonal relations with clients and project contributors

3 Type of project oversight:

- 3.1 Monitor, coordinate, and control project activities.
- 3.2 Monitor and manage project resources as appropriate (including budget and resources assigned to projects in accomplishing tasks and quality of deliverables).
- 3.3 Monitor project performance using project management tools (budget, action plan, progress sheet or other).
- 3.4 Advise authorities by providing recommendations and solutions for the adjustment if needed and the advancement of projects.
- 3.5 Perform any other related and necessary tasks.
- 3.6 Write and contribute to the development of applications, reports or any other documents required during the project cycle.

DISCLAIMER

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required

Approved by the Executive Director:

Date: June 2021

Canadian Mental Health Association

OTTAWA BRANCH

Job Specifications – Project Lead

Education and Job Requirements:

- Hold an undergraduate degree in management or business administration or related field.
- Have PMP (Project Management Professional) certification or equivalent experience.
- Experience working in a health and social services environment that has allowed you to develop a global vision and appreciate the complexity of these environments.

Experience and Technical Knowledge:

- Possess a minimum of three (3) years of relevant project management experience.
- Knowledge of change strategies and project planning.
- Proficiency in Microsoft Office Suite (including MS Project, Excel, PowerPoint, SharePoint, Outlook, MS TEAMS) and other virtual platforms.

Asset:

- Graduate degree in administration, project management or health administration management.
- Experience and/or education in equity, diversity, and inclusion.
- Professional affiliation with a health care and/or social services profession.

Language:

- Bilingual (French/English), essential; intermediate oral and written skills.

KEY COMPETENCIES:

- Result oriented.
- Ability to mobilize matrix teams.
- Ability to work in a team.
- Ability to analyze and synthesize.
- Ability to plan/organize.
- Ability to problem solve.
- Ability to convey information effectively to different audiences.

Teamwork: Able to work with other professionals particularly from other disciplines to problem solve and achieve common goals in a participative manner using a cooperative approach

Interaction: Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport

Decision making and problem solving: Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues, able to use reason, even when dealing with emotional topics/situations.

Policy and Procedures: Able to relate to routine operations in a manner that is consistent with existing policy and procedures; able to conform to established policy and procedures.

Analytical problem solving: Able to use a systematic approach in solving problems through analysis of problem and evaluation of alternative solutions.

Energizing: Able to create positive energy (motivation) in both individuals and groups

Working Conditions: Must be able to work with: multiple platforms, software, and technology tools; climb stairs.

Contact and Relationship with Others (Internal and External): Participates in internal and external meetings, committees, and task forces.

Scope of Supervision: Does not supervise staff

A VALID CLASS G DRIVER'S LICENSE AND MEANS OF TRANSPORTATION ARE REQUIRED FOR THIS POSITION

Successful applicants must satisfy the employer that they meet all legal requirements for driving. Applicants who receive a conditional offer of employment will be required to undergo a security review.

DISCLAIMER

Due to the changing nature of the work and tasks to be performed, job specifications may be modified or altered as needed.

Initiales DG:

Date: