

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

Two (2) exciting Temporary Full-Time (approximately one year) opportunities as **Project Coordinators (Competition #66.18)** exist in the META-PHI, Patient Care & Ambulatory Innovation Management department reporting to the Clinical Manager.

Since 2015, the META:PHI project at Women's College Hospital has established several rapid access addiction medicine (RAAM) clinics in Ontario, allowing patients in multiple communities to access addiction treatment without wait times or appointments. META:PHI will soon be supporting several new communities in establishing RAAM clinics as part of the Ministry of Health and Long Term Care's strategy to combat the opioid crisis.

Summary of Duties, but not limited to:

The incumbents will be responsible for assisting the META:PHI project manager and knowledge broker with:

- Coordinating timelines and deliverables for partner sites to ensure tasks are completed in a timely manner and according to policy and procedure
- Completing administrative duties (e.g. maintaining meeting minutes, scheduling meetings)
- Formatting, revising, disseminating educational materials (hard copy and digital)
- Maintaining an online presence for META:PHI using various social media
- Writing and submitting grant proposals and applications to academic conferences
- Researching policies and practices to bring forward to team members for implementation
- Organizing conferences and networking events

As role models and champions you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Bachelor's or Master's degree in a relevant field (e.g. social science, health science)
- A minimum of three years of appropriate professional experience in healthcare, project coordination
- Demonstrated exceptional skills in MS Excel
- Mastery of MS Office applications including Outlook, PowerPoint and Word
- Strong verbal and written communication skills
- Exceptional organizational skills and well-developed time management skills
- Strong interpersonal skills; demonstrated ability to work effectively in a team environment with a wide variety of people at different levels
- Strong problem solving and analytical skills; works well independently, uses good judgment, and takes initiative
- Ability to maintain confidentiality and adhere to the PHIPA

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- Ability to perform duties in a professional and courteous manner and produce high quality work while meeting deadlines in accordance to WCH standards
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: March 23, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.18)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.