

Regional Supports for Daily Living (SDL) Project Manager
(Temporary; Full-Time)

Building on and promoting the sustainability of the Supports for Daily (SDL) model of service, the Regional SDL Project Manager will undertake and successfully complete appropriate projects to meet the requirements of the Supports for Daily Living Leadership Committee. The Regional SDL Project Manager will report to the CEO of Nucleus Independent Living, or delegate to execute work on behalf of the SDL Leadership Committee and its members. This is a temporary, full-time position until March 31, 2019.

Key responsibilities include:

- Developing and enhancing standardized SDL processes for smooth/seamless transitions along the continuum of care;
- Facilitating data collection, analysis amongst SDL providers and developing data collection guidelines;
- Developing opportunities to leverage technology to share information between circle of care providers;
- Investigating opportunities and making recommendations for how SDL can best partner/integrate with home care services, community services, and primary care;
- Comparing similar service models across the Province and developing recommendations to enhance the SDL service model;
- Evolving the SDL standards manual to align with provincial initiatives;
- Developing business cases;
- Communicating on the progress of all assigned project work to stakeholders as required;
- Organizing meetings and preparing relevant presentations and materials;
- Preparing data and communication documents including templates, progress reports etc.

The preferred candidate will demonstrate the following skills and experience:

- A Bachelor's degree in a health field and a strong background in data analysis, writing and presentations;
- A minimum of 5 years' experience in the field of program development and evaluation;
- Proactive and strategically oriented individual with experience in all stages of project management;
- Comprehensive understanding of SDL/ALS-HRS services, CSS services, home care services and provincial/regional priorities (e.g. Patient's First legislation etc.)
- Strong time management skills; ability to manage multiple, concurrent projects in different development phases and with changing priorities;
- Strong analytical and judgment skills with the ability to make sound decisions;
- Demonstrated ability to effectively liaise with multiple agencies, partners and other community stakeholders;
- Excellent oral and written communication skills as well as strong presentation skills;
- Fluency in both official languages is a definite asset;
- Excellent computer skills (MS Office – Word, Outlook, Excel, PowerPoint, Project and Visio);
- A high level of emotional intelligence, operational expertise and leadership skills to achieve results;
- Experience with quality improvement;
- Negotiation and problems solving skills;
- Have a positive, supportive and professional attitude with an ability to work effectively with others (a team player) as well as individually;
- Demonstrate respect for the beliefs and practices of different individuals and cultures

The **Regional Supports for Daily Living Project Manager** position is employed and managed by Nucleus Independent Living but carries out work on behalf of the network of SDL service providers within the MH LHIN.

Candidates are asked to submit a Resume and Cover Letter, quoting job# 033 to Human Resources by 4:30pm, December 27, 2017 by E-mail: careers@nucleusonline.ca

Nucleus Independent Living is an equal opportunity employer and welcomes and encourages applications from those with disabilities. Accommodations are available upon request.