



Job Posting

January 7th, 2018

TITLE: Accreditation Coordinator

REPORTING: Reports to Program Manager and/or Executive Director

DATE: January 2018

JOB PURPOSE:

We are currently seeking an Accreditation Coordinator to support the agency's accreditation process (Accreditation Canada).

Krasman Centre is a community based mental health and addictions service provider serving York Region, South Simcoe and areas of north Toronto. Krasman Centre is a Consumer/Survivor Initiative (CSI) which means we are governed, led and operated by people with lived experience of mental health and/or addictions challenges, and family members/caregivers. All of our programs and services are peer support-based.

The position requires a self-motivated person of integrity who is able to skillfully fulfill the role of Accreditation Coordinator for Krasman Centre.

The Consultant will work with the Krasman Centre to pursue full accreditation status by meeting the current standards as set out in Accreditation Canada's Qmentum Program. The Accreditation Coordinator will have extensive knowledge of the Mental Health and Addictions sector and the social issues surrounding the catchment area of the agency, knowledge of Accreditation Canada standards for Community Based Mental Health and Addictions Services and Supports, Consumer Survivor Initiatives (CSI's), and Peer Support philosophy and practice.

The consultant has in-depth knowledge and understanding of the Peer Support Movement, and development, design and operations of Consumer/Survivor Initiatives.

Duties and Responsibilities:

- Coordinates activities related to ongoing preparation and readiness of Krasman Centre to meet accreditation and other regulatory requirements.

- Provides ongoing support and technical assistance to organizational leaders in meeting requirements of accreditation
- Creates a culture of quality improvement and coordinates efforts throughout the organization to achieve performance excellence in the delivery of supports and services, and in the education of service providers
- Coordinates functions and processes as they relate to accreditation
- Coordinates relationships, knowledge, and accountability to maintain accreditation
- Ensure the agency policy and procedure manual and other organizational documents meet current standards
- Provides education and training to the organization regarding accreditation
- Develops comprehensive accreditation work plans by establishing deliverables, accountabilities and timelines
- Support agency pre, post and during on-site survey process
- Liaises with the surveyors as required
- Follow-up on recommendations made following on-site survey decision
- Develops and implements ongoing quality improvement activities
- Ensure processes are in place so that all standards continue to be met moving forward
- Tracks and trends standard compliance issues
- Evaluate success of the project by collecting and analyzing program data and staff and service user feedback
- Produce a final report about the project outlining results of project evaluations, accomplishments and further recommendations regarding policies and practices that need to be changed/implemented to ensure the agency maintains full accreditation status
- Meet all reporting requirements.
- Other duties as assigned

Qualifications

Knowledge, skills, and experience:

- Self-identify as an individual who has lived experience with mental health distress, addictions, and/or homelessness, and/or as a family member/caregiver.
- Has a high level knowledge of CSI's and field of Peer Support
- Has a high level knowledge of Federal and Provincial healthcare laws and regulations
- Has a high level knowledge of community mental health and addiction service accreditation standards and application (knowledge and experience with Accreditation Canada a strong asset)
- Demonstrated oral, written, presentation and interpersonal communication skills
- Works well both independently and with a team

- Excellent project management, time management, organizational, and analytical skills
- Significant process improvement experience, experience with delivering training, exceptional problem solving and data analysis skills
- Knowledge and experience with program evaluation, and report writing
- Knowledge of Results Based Accountability and the Ontario Perception Of Care Tool are strong assets
- Experience working with/in community based mental health and addictions sector is a strong asset
- Knowledge of Accreditation Canada's Qmentum program
- Ability to work in a manner that exemplifies the core values of our organization
- Ability to develop and maintain equitable partnerships with community organizations
- Ability to meet deadlines
- Knowledge of quality improvement methods is an asset
- Proficiency with word processing, Microsoft Windows, Microsoft Office

Schedule/Working Conditions:

- Part-time, contract (approx. 2 days/week).
- Occasional travel to various program sites across York Region, north Toronto and South Simcoe required.

HOW TO APPLY:

Krasman Centre is a progressive work environment committed to employment equity, and promotion of diversity in the workplace. Those who would contribute to the further diversification of the organization are welcome to apply and include, but are not limited to, members of Indigenous, racialized, immigrant, and LGBTQ2S+ communities, and people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process as per the Ontario Human Rights Code.

If you require assistance with the application process or wish to receive this posting in an alternate format, please contact us at the below mentioned email addresses.

Email a cover letter outlining your interest in the position as well as a copy of your resume to s.dobson@krasmancentre.com and julie.shand@krasmancentre.com

Application Deadline: January 19th, 2018 at 4:00pm.

While we sincerely appreciate all applications, only those candidates selected for interviews will be contacted.