



The Children's Aid | La Société de l'aide
Society of Ottawa | à l'enfance d'Ottawa

PROGRAM MANAGEMENT COORDINATOR – QUALITY ASSURANCE & ORGANIZATIONAL DEVELOPMENT

Temporary Full-Time Position -13 Months - Non Union

The Children's Aid Society of Ottawa (CAS) is non-profit community organization funded by the Government of Ontario, legally mandated to protect children and youth from abuse and neglect. The CAS is one of over 46 agencies across the province regulated by the Ministry of Children and Youth Services and governed by the Ontario Child and Family Services Act (CFSA).

We are currently searching for a dynamic person to join the third largest Children's Aid Society in Ontario, to fulfill the role of a **Program Management Coordinator**.

RESPONSIBILITIES:

Reporting to the Manager, Organizational Development and Quality Assurance, the Project Management Coordinator is responsible for supporting and facilitating the planning, execution, monitoring and reporting of projects or functions related to cross-Society initiatives, with a focus on Quality Assurance and Accountability activities. Within assigned duties, the Project Management Coordinator provides systemic support in relation to the Society's management decision-making model and accountability framework.

The Project Management Coordinator will be responsible for activities such as the following:

- Providing operational support for the overall monitoring of cross-Society projects including those with a focus in Quality Assurance and Accountability;
- Planning and implementing program evaluations;
- Planning and implementing file reviews;
- Providing project management coordination, support and expertise throughout each phase of the management of a project, including developing and monitoring project scope, work plans and time frames; reporting on progress; tracking completion; planning and monitoring implementation;
- Providing overall tracking and reporting of consultants' contracts and renewals for general accountability purposes, including systematic data collection and reporting of related outputs and outcomes;
- Planning or coordinating planning for specific senior management functions or venues, including recording decisions and related work plans as well as supporting systematic follow-up and progress reporting of approved work plans.

REQUIREMENTS:

- MSW or BSW, or Bachelor degree with an additional graduate degree in a related field is required (e.g. project management, program planning and evaluation, business analysis).
- Relevant experience in the areas of project management and/or quality assurance is preferred.
- Knowledge of child welfare.
- Sound knowledge of project management and change management is required.
- Demonstrated planning and organizational skills, preferably in a leadership position.
- Demonstrated, progressive interest in strategic thinking and planning.
- Demonstrated ability to identify and deal effectively with systemic issues.
- Excellent interpersonal, communication and facilitative problem-solving skills.
- Demonstrated skills in research.

- Computer proficiency with Excel and Cognos report development.
- Knowledge of statistics and proficiency with SPSS is preferred.
- Excellent oral and writing skills in English, including effective presentation skills.
- Bilingualism is an asset.

POSITION AVAILABLE: August 2018

We offer a salary range of \$77, 881 - \$101,963, plus an additional 6% of the base rate in lieu of insurable benefits. We offer a generous leave provisions (such as 2 weeks of vacation after 6 months of service). Our modern workplace has excellent physical amenities including a fully equipped gym, free parking and a cafeteria. All successful candidates will benefit from a comprehensive orientation, innovative training programs, quality supervision and recognition of contributions.

If you are interested in the above opportunity, please apply online on our website at www.casott.on.ca, **by 11:59 p.m., Sunday, June 10, 2018.**

We thank all applicants for their interests in the Children's Aid Society of Ottawa, however we will only contact those selected for an interview.

CASO is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

The Children's Aid Society of Ottawa is dedicated to building a workforce that reflects the diversity of the community in which we live in and serve. The Society encourages applications from all qualified individuals.