



Équipe Santé Ontario Health Team  
Ontario Bimaadzwin Niigaanwiwaad

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 1-705-849-8867  
 400 Olive Street  
North Bay, ON P1B 6J4

## POSITION:

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**Project and Quality Improvement Lead**  
Nipissing Wellness Ontario Health  
Team [NW OHT]

## POSTING DETAILS:

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Interested applicants are asked to review the attached job posting and submit their resume with cover letter to:

Wendy Smith, Executive Lead, Nipissing  
Wellness OHT @  
[wendysmith@nipissingwellness.ca](mailto:wendysmith@nipissingwellness.ca)

## POSITION SUMMARY:

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The Nipissing Wellness Ontario Health Team [NW OHT] was formed in 2019 in response to the Ministry of Health's restructuring of our provincial healthcare system. To date we are a collaborative group of 30+ member organizations who are working together with patients, families, and caregivers, to enhance healthcare across the Nipissing region.

We are looking to hire a team-oriented, motivated individual with a working knowledge of our healthcare system to be our Project and Quality Improvement Lead. The successful candidate will work alongside the NW OHT Executive Lead, our NW OHT

## WAGE:

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\$43-47/hour dependent on experience

## EFFECTIVE:

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Full time contract Jan 2023-Sept 2023

## CLOSING DATE:

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Posting will close Jan. 18/23 @ 5pm

Patient, Family and Caregiver Council, Collaboration Council, and member/partner organizations as lead of key projects and quality improvement initiatives.

## **RESPONSIBILITIES:**

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- Plan, launch and monitor key projects
- Document processes and work with communications lead to share project updates with OHT members, partners, and affiliates
- Work in close collaboration with NWOHT Executive Lead
- Create and deliver presentations to Collaboration Council, OHT Members, Partners Affiliates, and Ontario Health as required
- Collect, analyze, and present relevant data to NWOHT Collaboration Council to support decision-making
- Support other NWOHT Committees, Councils and working groups as required
- Work with Executive Lead, OHT members and partners, and patients, families, and caregivers to create and execute a NWOHT quality improvement plan (cQIP)
- Support value stream mapping and gap analysis
- Support Collaboration Council decision-making related to quality improvement and lead identified quality initiatives
- Set meeting agendas, chair meetings, and prepare relevant meeting materials
- Embed in all NWOHT work the shared vision, values and guiding principles including principles of equity, diversity, inclusion, and anti-racism

## **QUALIFICATIONS AND EXPERIENCE:**

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### **EDUCATION:**

- Minimum of Bachelors' Degree
- Minimum CAPM (PMP preferred) with at least 2 years of project management experience in a health care setting
- LEAN Training an asset
- Quality Improvement, Change Management certification or significant experience demonstrating strong capabilities to manage scope of this work

- Bilingualism is an asset

#### EXPERIENCE:

A minimum of 5 years of work in healthcare or social services sector with a minimum of 2 years of project management and quality improvement experience

#### **JOB SPECIFIC COMPETENCIES:**

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- Ability to successfully manage complex projects involving multiple partners
- Awareness and working knowledge of quality improvement frameworks and experience managing and/or implementing quality improvement plans
- Exceptional interpersonal, written, and verbal communication skills including the ability to demonstrate tact and diplomacy with diverse groups, including patients, front-line healthcare providers, community agencies, and healthcare administrators.
- Ability to write and edit clear, and grammatically correct content
- Ability to multitask and set priorities, managing time effectively
- Ability to manage demands independently in a fast-paced environment.
- Advanced computer skills [Microsoft Office – PowerPoint, Word, Excel, and Adobe products
- Experience with value stream mapping and process mapping
- Awareness of Ontario Health Teams, and working knowledge of the healthcare system within Ontario, preferably with experience in Northern Ontario
- Awareness of First Nations / Inuit / Metis / Francophone culture and evidence of cultural sensitivity training
- Understanding of, and commitment to, the NW OHT's vision and values
- Possess a high level of accountability and proven capability to identify opportunities, take initiative, and think through future implications.

- Knowledge of OHT patient partnership strategies
- Awareness of the Provincial Patient Family Caregiver Declaration of Values
- Awareness of the NW OHT Patient Partnership and Engagement Strategy
- Awareness of OHTs and Connecting Care Act [2019]

## **PHYSICAL ENVIRONMENT AND WORKING CONDITIONS:**

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This position is mostly of a sedentary nature and requires long periods working on a computer. There are periods of stress when having to meet tight deadlines. The work environment is currently virtual [subject to change]. We do anticipate on site meetings will occur and we will request that staff attend these scheduled meetings in person. For virtual work, we require that individuals have a private, dedicated workspace, free from distraction with a suitable internet connection to facilitate virtual meetings.

End of job description – **Project and Quality Improvement Lead**

Applications accepted via email:  
[wendysmith@nipissingwellness.ca](mailto:wendysmith@nipissingwellness.ca)