



Oxford and Area Ontario Health Team Project Coordinator

JOB TITLE: Project Coordinator
REPORTS TO: Executive Project Lead
STATUS: Temporary Full Time – contract to March 31, 2024

JOB DESCRIPTION:

The Project Coordinator is a key team member of the OHT Operations Team. They will provide project management to the work of the Oxford OHT. The Project Coordinator is responsible for implementing projects in alignment with the Oxford OHT strategic priorities by supporting the development and execution of OHT initiatives and work plans. This position will assist in driving projects forward by organizing resources from across multiple OHT members and partners to complete deliverables and meet project objectives. In particular, they will work with the OHT Operations Team, OHT members, community partners, and project leads to support priority population re-design (i.e. Mental Health and Addictions, Chronic Disease, Palliative Care) and manage priority projects to improve health care navigation, digital health, and integrated transitions in care for the Oxford and Area community. They will provide a strong focus on change management and quality improvement methodologies and performance evaluation to support project teams in spreading and scaling project successes.

RESPONSIBILITIES:

- Assist the Oxford OHT Operations Team with coordinating and delivering on multiple projects, initiatives, and deliverables
- Provide project management expertise including planning, initiation, implementation, monitoring and control, risk identification, benefits realization, and budget management
- Conduct environmental scans and assessment of legislative and government requirements, supports, and best practices
- Function across sectors and work with interdisciplinary teams as part of the Oxford OHT towards the achievement of project objectives
- Work closely with community partners and citizens to inform project improvements
- Provide project leadership and project management support to the development and implementation of OHT work plans; communicate project goals, objectives, and performance metrics; and document and track project phases and associated progress
- Provide support across the governance structure (e.g. committees, working groups) including designing and delivering community and stakeholder meetings
- Develop project plans and manage implementation of new initiatives
- Works in partnership with Operations Team members to inform communication plans and provide regular, transparent, and accurate updates to key stakeholders

- Develop, maintain, and report on project budgets; support funding prioritization processes
- Develop effective and collaborative working relationships with the members of the OHT partners, neighboring OHT partners, Ministry of Health, Ontario Health, and relevant internal and external stakeholders to ensure the continuity of relationships, information exchange and for planning implementation and operations
- Identify key partnership opportunities and develop business cases to advance OHT priorities
- Identify, escalate, and manage risks; including ongoing risk tracking and management and providing direction on risk mitigation strategies
- Foster partner engagement and nurture and support change management while guiding their teams through complicated change
- Support informed OHT partner decision-making by developing options and recommendations for consideration across the governance structure
- Participate in virtual and face-to-face meetings

KEY COMPETENCIES:

- Exceptional organizational skills with the ability to develop project plans and manage projects with multiple stakeholders and constantly adjust priorities
- Demonstrated excellence in interpersonal, written and verbal communication skills including, ability to demonstrate tact and diplomacy with diverse groups of stakeholders, including patients, front-line healthcare providers, community agencies, and healthcare administrators
- Advanced knowledge of computer applications (i.e. Microsoft Office and Smartsheet)
- Demonstrated ability to build partnerships and foster collaborative relationships
- Demonstrated ability to collect and analyze quantitative/qualitative data and apply insights
- Demonstrated effective presentation skills including the ability to present, train others, and discuss complex information in a way that establishes rapport, persuades others and gains understanding
- Strong ability to prioritize effectively and follow through on deliverables and deadlines to achieve successful results
- Effective time management skills and ability to balance competing demands
- Demonstrated ability to work with communications specialists to build out social media content to bring awareness about projects and services to the community
- Understanding of health care in Ontario

QUALIFICATIONS AND EXPERIENCE:

Education:

- Post-secondary education in core domains like business administration, public health administration, health management, health administration, planning, etc.
- Project Management designations preferred (i.e. PMP, CAPM)
- Change Management certification considered an asset (i.e. Prosci)



- Quality Improvement training and/or exposure considered an asset (i.e. Lean Six Sigma)

Experience:

- 3-5 years of project management, analyst, and/or quality improvement experience, ideally in a health care setting
- 3-5 years of experience working in a publically funded health care organization (e.g. acute care, home and community care, long term care, primary care, mental health and addictions, community support services, etc.)
- Experience working with or in interdisciplinary teams
- Experience using Smartsheet or similar collaboration software

ACCOUNTABILITY, REPORTING AND CONDITIONS:

Reporting relationship: Project Coordinator reports to the Executive Project Lead

Supervisory responsibilities: none

Equipment to be used: computer, printer, copier, telephone, fax machine, filing cabinets

Typical physical demands: office environment

Typical mental demands: typical mental demands

Working conditions: Hybrid (remote and in person work required). Home base location is Woodstock Hospital. Must have own transportation for local travel.

Must have and provide proof of full COVID-19 immunization. Competitive salary and benefits will commensurate with experience.

TO APPLY: Please include a copy of your cover letter and resume.

We seek to provide accessibility for all applicants, consistent with our accessibility policies and the AODA. Please let us know if you require an accommodation and we will work with you to meet your accessibility needs. If you require assistance with your application please contact info@oxfordoht.ca. We thank all applicants; however only those selected for an interview will be contacted to participate in an interview. The interview panel will consist of various health sector partners and patients, families, or caregivers.