



The Rehabilitative Care Alliance (RCA) is seeking an experienced **Project Manager** to join the secretariat team on a full-time contract basis or secondment.

There may be an option for this role to become full-time permanent.

**POSITION SUMMARY:**

The RCA is looking for a proactive and strategic thinker to implement projects and initiatives that achieve organizational priorities and meet project timelines under the direction of the Executive Director. The Project Manager will be responsible for coordination and implementation of existing provincial initiatives, ensuring projects progress within set timeframes to achieve stated deliverables. This position will support multiple projects within rehabilitative care, with a special focus on those projects that use data for quality improvement and system performance planning and reporting.

Collaboration and communication are key to this role. The project manager will be working directly with rehabilitative care providers, health system administrators, community partners and patients in designing, executing and evaluating implementation efforts. The ideal candidate will also possess strong skills in implementing system level quality improvement initiatives, in collaboration with provincial stakeholders.

**BACKGROUND**

The Rehabilitative Care Alliance was established in 2013 by Ontario's 14 LHINs. The RCA works with partners across the province to strengthen and standardize rehabilitative care in Ontario through better planning, improved performance management and evaluation, and increased integration of best practices across the care continuum. Further information on the RCA is available at: [www.rehabcarealliance.ca](http://www.rehabcarealliance.ca)

The RCA reports to a provincial steering committee and is supported by a small secretariat that works collaboratively with clinical and administrative stakeholders from across the province to lead a variety of provincial initiatives.

**LOCATION:** The secretariat office is located in downtown Toronto. Almost all meetings are conducted through online platforms. The successful candidate may work out of a home office with possible travel to Toronto as required for in-person meetings.

**RESPONSIBILITIES**

- In collaboration with team members, stakeholders, partners and patient/caregiver advisors, the project manager will develop and oversee projects that support high quality and equitable rehabilitative care across Ontario. These projects range from implementation of rehab system performance measurement frameworks and reports, quality improvement focused initiatives, capacity planning and review of data to understand impact on rehab of health system changes, and supporting implementation of outpatient rehab data sets.
- Facilitate stakeholder engagement activities, including agenda setting, preparation of materials for presentation/input, recording stakeholder feedback, synthesis of input to support completion of project deliverables.
- Develop process maps, models, project plans and other documentation to support internal team members and external stakeholders to achieve project deliverables. Be accountable for development and oversight of work plan activities.
- Plan and lead meetings via virtual platforms with relevant stakeholders, in collaboration with initiative chair and/or RCA Executive Director.
- Prepare presentations and various organizational documents and other publications, including briefing notes, email communications, toolkits and guidelines.



- Conduct literature reviews, design and analyze surveys and other data, develop presentations, conduct inventories, plan and facilitate stakeholder engagement.
- Develop collaborative and supportive working relationships with a variety of provincial stakeholders.
- Work within timelines and resources to achieve milestones and deliverables, ensuring timely, accurate and thorough completion of deliverables of assigned projects.
- Write quarterly and annual progress reports as required.
- Perform other duties as required to support achievement of RCA deliverables.

**QUALIFICATIONS**

**Education:**

- Masters of Health Policy, Health Science, Health Administration, Public Health, Business Administration or related field.
- Clinical background in rehabilitation field is preferred
- Project management and/or quality improvement certification or training is preferred

**Experience:**

- Over five years of health care project management experience, preferably in a provincial healthcare setting or other publicly funded provincial or system-level environment
- Experience working with health system data. Ability to analyze data and present complex information and recommendations in an easy to understand manner
- Quality improvement or related experience
- Ability to work independently on multiple tasks and with teams, taking initiative to lead provincial initiatives in consultation with secretariat and task group chairs
- Excellent ability to communicate to a diverse audience of stakeholders through written work, visual and verbal presentations
- Excellent organizational skills and an ability to monitor and ensure project deliverables are completed accurately and on time
- Strong collaboration skills and experience working in diverse teams of health care providers, health system partners, community partners and patients

**Additional Skills/Abilities:**

- Strong analytical skills with working experience with various health care administrative datasets (e.g. Ministry - IntelliHealth, NACRS, CCRS, NRS, CIHI Portal)
- Experience with business intelligence software (PowerBI, Tableau) is an asset
- Adherence to confidentiality policy for sensitive data and information
- Expert skills with Microsoft Office Suite

**This position offers a competitive salary and benefits under UHN as the host organization.**

**Any questions may be directed to Charissa Levy, Executive Director.**

**Applications will be reviewed as they are received until the position is filled.**

**Only candidates selected for an interview will be contacted.**

**Resumes with cover letter may be submitted to:**

Charissa Levy, Executive Director  
Rehabilitative Care Alliance  
Email: [charissa.levy@uhn.ca](mailto:charissa.levy@uhn.ca)