

De dwa da dehs nye>s Aboriginal Health Centre

“Taking Care of Each Other Amongst Ourselves”

CAREER OPPORTUNITY



Opportunity: Special Project Coordinator
Salary Range: \$40,000 to \$45,000

Under the direction of the Chief Operating Officer (COO) the incumbent provides on-site co-ordination of the capital projects for the Aboriginal Health Centre (AHC). In addition, the incumbent will provide support to the COO on various AHC initiatives as required. The incumbent will be required to liaise with staff, community, consultants, donors, partners, and representatives from various levels of government. The position will be based in Hamilton with travel across all sites operated by the DAHC.

Required Knowledge, Skills, Qualifiers:

- Assist COO with project planning, management direction, fundraising, project completion and financial outcome of projects.
- Assist the COO with the accreditation readiness including policy review, policy development, training and document preparation.
- May provide event planning support by securing meeting space, negotiating vendor contracts, making travel arrangements, mobilizing volunteers, organizing registration for participants, scheduling room arrangements including technology, selecting menu items and entertainment, and preparing agendas and handouts.
- Maintain the design and content for the website from an Administrative perspective including editing, loading and updating relevant content to ensure accuracy of information.
- Perform and organize activities to support the daily operations of the COO by ensuring that functions are carried out in accordance with established goals and objectives.
- Interface directly with donors, consultants, trades personnel and suppliers, providing hands on site management for projects when required.
- Participate in creating reports related to on-going projects including project schedule, budget and any other relevant information required by upper management.
- Participate in capital planning meetings.

Candidate Differentiators: *In addition to requirements for the position, the ideal candidate would also possess some of the following qualifications:*

- Knowledge of Accreditation processes and the Ministry of Health Community Capital Process is an asset.
- Application of project management standards and tools in order to ensure capital projects are meeting deadlines.
- Excellent organization and presentation skills
- Resilient to coping with conflicting demands, able to prioritize duties and work under pressure.
- Excellent written and verbal communication skills;– articulate and diplomatic manner
- Able to demonstrate initiative and a proactive approach to daily tasks
- Excellent interpersonal skills and able to work independently as well as part of an effective team
- Methodical, accurate and consistent attention to detail
- Able to manage sensitive and sometimes confidential information

Our Mission:

To improve the health and well-being of Indigenous Individuals, families and communities through wholistic approaches that harmonize Indigenous, traditional and western health care which respects people with a distinctive cultural identity, values and beliefs.

INTERESTED APPLICANTS

Please submit your resume and cover letter as your complete application to:
humanresources@dahac.ca

or
678 Main Street East
Hamilton, Ontario L8M1K2

Attention: Human Resources

Nya weh to all applicants. Only those selected for interviews will be contacted.

**Deadline to Apply:
January 4, 2019**

Preference is given to equal candidates of Indigenous Descent

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Your Benefits are to our Benefit...

2016-17 Employee Engagement Survey:

"I love my job and am proud to work for my organization!"

"I am very satisfied with this organization. They have treated me amazing and have allowed me to be creative and use my talents as well as giving me training to aid me my daily job. "

"The Health Centre is always trying to improve."

Individuals with a disability requiring accommodation during the application and/or the interview process, please advise the recruitment contact so arrangements can be made.

De dwa da dehs nye>s Aboriginal Health Centre has developed a compensation philosophy that will allow the organization to retain, motivate and develop talented people who share our values and contribute to our success.

Competitive Wages & Salaries - Merit of Performance Increases -Health Insurance Plan - Health Benefits - Income Protection Benefits - Paid Leaves - Pension - Employer Health Tax

100% Organization Paid Benefits

- ❖ Health Benefits
- ❖ Employee Life/ AD&D Insurance
- ❖ Dependant Life Insurance
- ❖ Employee Critical Illness Insurance
- ❖ Long Term Disability (LTD) Benefits
- ❖ Travel Accident Insurance
- ❖ Business Travel Life & Disability Insurance

Retirement Benefits

- ❖ Healthcare of Ontario Pension Plan
- ❖ Immediate Eligibility
- ❖ For every \$1 you contribute, your employer is currently contributing \$1.26 – making HOOPP a cornerstone of your retirement savings.

Paid Time Off Benefits

- ❖ Vacation - 6% (15 Days)
- ❖ Personal Days - 12 Annually
- ❖ Statutory Holidays - 13 Annually

Join our team and help to improve the wellness of Aboriginal individuals and the Aboriginal community by providing services with a distinctive cultural identity and distinctive values

