

Internal / External Job Posting

Project Manager, Client Information Management System

Full Time Temporary

Abiona Centre (“the Centre”) is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

Reporting to Chief Executive Officer, the Project Manager is responsible for taking a lead role in the timely and successful implementation of a new Centre-wide Client Information Management System (CIMS) software, which is critical in supporting the Centre’s mission, vision and strategic objectives.

Working closely with the Project Implementation Team, including the Program Director and Data Analyst, the Project Manager will be the lead in planning, executing, monitoring and controlling the full project implementation cycle, including and related reporting systems, and providing critical support to program users during the “go-live” stage.

Position:	Project Manager, Client Information Management System
Term:	Temporary Full-time One-year contract
Program:	Corporate Services
Reports to:	Chief Executive Officer Dotted line to Program Director
Qualification:	<ul style="list-style-type: none">• Undergraduate (or post-graduate degree preferred) in business administration/management, public administration or equivalent degrees in a relevant human service/healthcare discipline.• Three years’ experience in a project management role with a focus on not-for-profit and the health or mental health care sectors.• Project Management Professional designation preferred.• Knowledge of lean principles is an asset.• Ability to plan, prioritize, execute and follow-up in a timely manner while anticipating issues and roadblocks.• Strong negotiation skills and relationship management capabilities.• Superior time-management and multitasking skills, and ability to prioritize with minimal supervision.• Excellent interpersonal skills.• A good team member and supportive of interdisciplinary practice.• Resourcefulness, flexibility, and positive professional work attitude.• Advanced ability to communicate verbally and in writing with diverse

Abiona Centre

Formerly Massey Centre and Humewood House
1102 Broadview Ave
Toronto, ON M4K 2S5
416.425.6348
www.abionacentre.ca

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audiences, support change management, synthesize information and work independently and be a team player.

- French Language skills is an asset.
- Strong presentation and group facilitation skills.
- Advanced skills in Microsoft Office Suite.
- Ability to multi-task and flexibility in accepting work assignments.

Working
Condition:

- Regular working hours with occasional overtime
- Work is performed primarily in a standard office environment

Closing Date: **August 16, 2023; 5:00 p.m.**

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

Qualified applicants should send their cover letter and resume by the closing date to:

Human Resources
Abiona Centre
1102 Broadview Avenue
Toronto, ON M4K 2S5
Fax: 416-425-4056
OR

Email: hr@abionacentre.ca
(please quote "Project Manager, CIMS" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.

Date of posting: Aug 1, 2023

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