

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Program Lead for West End Integrated Falls Prevention Program and Primary Care Outreach to Seniors	JOB #:	2018-0087
Status:	Permanent Part-Time	Hours:	24.5 hrs/week
Benefits and eligibility:	Cost-shared benefits; annual leave; pension plan	Pay scale:	\$37.722- 44.379/hour
Application deadline:	Friday October 26, 2018 at noon		

PLEASE APPLY DIRECTLY ON OUR WEBSITE

www.pqchc.com

Job Summary

The Program Lead will lead a multi-disciplinary team in the initiation of the Integrated Falls Prevention Program and the Primary Care Outreach to Seniors (PCO Program.) The Program Lead is responsible for implementation, evaluation, reporting and development of the program models, based on best practices.

Job Specific Responsibilities

- To review and update the components of the program models and establish annual work plans based on available resources;
- To work with partner agencies (such as the Queensway Carleton Hospital, the Regional Geriatric Assessment Program, the Ottawa Community Care Access Centre, the Olde Forge, Western Ottawa Community Resource Centre, SEOCHC, other PCO teams) to determine appropriate clients for the two Programs, referral policies and procedures, and associate memorandums of understanding/protocol agreements;
- To direct the work of the Falls Prevention and PCO Teams and determine priorities for action (including assessment and follow up for seniors; health promotion and awareness).
- To plan for and arrange, orientation and ongoing education opportunities for members of the teams and partner agencies, as appropriate;
- To work with the Falls Partnership Committee and develop a plan for in-service education of professionals on best practices in falls prevention;
- To provide direct service for delivery of program components as needed;
- To work with partner agencies, as appropriate, to build capacity within the service network;
- To manage purchase of service contracts and partnering agreements with agencies, further enhancing the Falls Prevention and PCO program outcomes.
- To develop assessment and data collection instruments for clients served by the program and report on these on a regular basis;
- To work with partner agencies to identify and address advocacy issues that arise through the program, within the context of PQCHC's Advocacy Framework.
- To act as a "champion", spokesperson, and key resource for the promotion of action on falls prevention and PCO in the community.
- To participate as an active member of the Ottawa Falls Prevention Coalition, and other relevant committees in the community.

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

- To ensure timely reports (including budget/accountability and program reporting) for PQCHC, the Advisory Committee, and the LHIN.

Qualifications

- A health science degree in a related discipline;
- 3-5 years experience in program development, implementation and evaluation;
- Experience in supervising staff;
- Experience working with seniors;
- Knowledge of community health sector;
- Knowledge of falls and falls prevention;
- Presentation and group facilitation skills;
- Proficient in MS Office, including Power Point, Excel and Access;
- Experience in working with partnership models;
- Excellent interpersonal skills;
- Strong written and oral communication skills in English; bilingualism highly desirable.