



Project Manager (Contract Ending March 2019)

Date: April 30, 2018

About SPRINT Senior Care:

We began caring for seniors and enabling seniors to care for themselves in 1983. We continue to do so today as an accredited, not-for-profit community support service agency in Toronto by offering a wide range of practical and low-cost services to seniors and their caregivers. Our services help seniors stay safe, connected, and live as independently as possible. They also prevent premature or inappropriate institutionalization.

We supply services regardless of ability, race, religion, ethnic origin, citizenship, marital status, sexual orientation, or gender identity, and are committed to LGBT (Lesbian, Gay, Bisexual, and Transgender) inclusiveness.

Position Type: Full Time; Contract (Ending March 2019)

Department: Community Care

Reports To: Director, Community Care

Job Summary: Manage SPRINT Senior Care's Older LGBT Caregiver Peer Support Program grant through all phases of the project, from concept to closure. The Project Manager will leverage best practice standards and processes for both project management and for a client and family centered approach working with older adults and their caregivers. The Project Manager will oversee the progress of various other Community Care grants as required, ensuring project deliverables and reporting requirements are met.

- Responsibilities:**
- Develop and execute a project work plan
 - Participate in the development, implementation and evaluation of quality and risk management activities for the project.
 - Ensure that the project is delivered within the Agency's mandate, mission, vision, values, objectives, policies, procedures, and related formal statements, within relevant legislative requirements.
 - Manage the day-to-day operational aspects of the project, including organizing and leading project status and working meetings, preparing and distributing process reports, and overseeing change management processes within the scope of the project.



- Identify and negotiate resources and coordinate the efforts of team members, clients, volunteers, and other stakeholders.
- Develop strategies to reach out to isolated older adults and caregivers, and implement strategies to facilitate their access to these programs.
- Develop project scope and objectives.
- Ensure that the project is delivered on time, within scope, and within budget.
- Manage the relationship with stakeholders (e.g., older adults, caregivers, older LGBT adults) to secure support and participants for the project.
- Research best practices around caregiver support programs and supporting older LGBT population; outreach to project partners for their expertise and advice around developing an effective program for caregivers.
- Manage assigned project staff
- Measure project performance using appropriate systems, tools and techniques.
- Report and escalate issues to management as needed.
- Oversee project participant relationships, to monitor and support the effectiveness of the program experience.
- Develop an evaluation of the project, to assess sustainability and scalability of project.

Qualifications:

- 5 years' experience in project management.
- Minimum of 3 years of experience working in gerontology and community setting preferred.
- Background in management, budgeting, and analysis ideal.
- Excellent knowledge of program evaluation, risk management, quality improvement strategies.
- Experience working with diverse populations (e.g., LGBT, caregivers, older adults, individuals with dementia, persons with disabilities, etc.) in community capacity building, health promotion, adult education, and group work.
- Conflict resolution experience.
- Excellent communication and interpersonal skills, with the ability to establish good rapport with staff, clients, families, and referral sources in a multi-cultural and interdisciplinary team setting.
- Exposure to CIMS (Client Information Management System) database software is an asset.
- Strong computer skills (knowledge of Microsoft Outlook, Word and Excel).

Our Caring Workplace:

Imagine finding purpose every day by caring for seniors and supporting their caregivers. Working at SPRINT Senior Care, you'll have the opportunity to be a part of a passionate team committed to providing client-centred, high quality services to seniors in our service area.

SPRINT Senior Care's inclusive environment is one of many benefits for staff, including SPRINT Senior Care's dedication to staff wellness, and a comprehensive benefits package for eligible employees.

Staff are SPRINT Senior Care's most important resource. Thus, SPRINT Senior Care is committed to providing opportunities to learn through comprehensive internal training and a tuition reimbursement program. SPRINT Senior Care also ensures that its staff are provided with the necessary training, information, and protective equipment so that they can work safely.

To Apply: Send application to: Please email resumes indicating "**Project Manager, Community Care**" in your subject line to samuel.leite@sprintseniorcare.org

SPRINT Senior Care encourages applications from candidates who reflect the diversity of our community.

We appreciate all applications; however, only applicants selected for an interview will be contacted.

SPRINT Senior Care is committed to inclusive and accessible employment practices. If you require an accommodation to fully participate in our application or hiring processes, please contact Human Resources at 416-481-0669 ext. 224.