



PLANNING COORDINATOR, STRATEGIC PLANNING AND RISK MANAGEMENT

JOB POSTING

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| Position Title: | Planning Coordinator, Strategic Planning and Risk Management | Employee Group: | Full-Time |
| Department: | Administration | Classification: | Non-Union |
| Posting #: | ADMIN PC FT 2022-03 | Hourly Rate: | TBD |
| Application Deadline: | Until filled | Hours/Week: | 37.5 hours per week |
| Application Details: | Submit Resume and Cover Letter | Start Date: | ASAP |

Holland Christian Homes is seeking an energetic and motivated Planning Coordinator, Strategic Planning and Risk Management to join its team. We offer a competitive salary, benefits, EFAP, RRSP and more!

The role will report to the CEO (Chief Executive Officer) and will oversee risk management and strategic planning functions and related projects.

Organization Background:

Holland Christian Homes consists of 6 Independent/Assisted Living Towers as well as Faith Manor and Grace Manor which are private, non-profit Christian Long-Term Care facilities situated in the City of Brampton. Holland Christian Homes is a growing, dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

Position Summary

The role will report to the CEO (Chief Executive Officer) and will oversee risk management and strategic planning functions and related projects. This role oversees risk management and strategic planning functions and related projects. Coordinate committees, gather information from stakeholders and external parties as part of the development of strategic and risk mitigation plans. Develop presentations and documentation for tracking of data and KPI's. Monitors progress and keeps teams informed.

Specific responsibilities include:

- Perform key project management functions such as coordinating, organizing, monitoring, and controlling project components, project planning, activity planning, risk management mitigation, stakeholder engagement, progress reporting and project evaluation components.
- Coordinate, moderate, and develop agendas for standing and ad hoc meetings
- Develop standard project templates and documents.
- Create, process and edit project documentation such as analytical reports, letters, contracts, forms, meeting notes, presentations, handouts, etc.
- Liaise with leadership team members to ensure timelines for project implementation and targets are followed.
- Monitor critical paths. Alert CEO and others, when there are issues
- Work independently on multiple priorities and ensure deadlines are adhered to and established procedures are followed.
- Work with multiple teams and leaders effectively and understand the dynamics and interrelationships of the strategic and risk mitigation plans.



- Ensure strict confidentiality of overall operations and all private information
- Participate in developing and reporting on key performance indicators (KPIs) that support business decision making, and quality improvement plans (QIPs) that are aligned with both legislative and organizational objectives
- Performs other duties as assigned which are directly related to the responsibilities of the position.

Qualifications:

- Post-secondary education in Business Administration
- 2-3 years' related experience in not for profit health care related planning.
- Experience in enterprise risk an asset.
- Competence in computer applications including Microsoft Office Suite. Proficiency in PowerPoint and excel.
- Ability to communicate effectively with senior leaders.
- Ability to work under conditions of constant interruption being undisturbed by the complexities of the variety of minute details
- Ability to demonstrate diplomacy and professionalism
- Exceptional interpersonal and customer service skills
- Excellent problem solving, conflict resolution, and decision-making skills.
- Good judgment skills and the ability to handle and maintain confidential information
- Ability to multi-task and prioritize workload.
- Ability to work independently as well as function as part of a multi-disciplinary team.
- Ability to be proactive and take initiative where required.
- Ability to focus on assigned tasks
- Detail-oriented and professional
- Ability to effectively handle multiple tasks simultaneously
- Ability to work under conditions of frequent interruption, being undisturbed by the complexities and variety of minute details.
- Demonstrated ability to observe boundaries, engage in appropriate emotional regulation, refrain from dual relationships with residents, maintain confidentiality, and engage in reasonable self-care strategies designed to reduce stress by balancing work/life responsibilities.
- Ability to read, write, and speak English.
- A satisfactory and current Vulnerable Sector Screening.
- Clear TB Test, Flu Immunization
- Full-Covid-19 vaccination, and Booster dose (recommended unless medically exempt).

Interested and qualified applicants should forward a Resume and Cover Letter as ONE document (in PDF format), in confidence to: e-mail: jobs@HCH.ca

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals.

Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary."

We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.

Disclaimer:

In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.