QUALITY AND SAFETY COORDINATOR JOB DESCRIPTION

REPORTS TO: Manager, Quality, Safety, and Strategic Direction
EMPLOYMENT TYPE: Full-time
LOCATION: Bloor West (Admin)

ROLE SUMMARY:

The Safety and Quality Coordinator reports to the Manager, Quality, Safety, and Strategic Directions and is responsible for coordinating and assisting in the management of all Quality and Safety initiatives at Safehaven. Providing coordination, planning, and assistance with employee education focused on care and safety, operations and any special projects related to quality and client and family-centred care.

RESPONSIBILITIES:

- Progress reporting and communications on aspects related to Accreditation, quality and safety standards;
- Ensures effective monitoring, evaluating and measuring of the impact of any quality and safety projects;
- Supports on-going efforts to maintain and measure good governance practices;
- Serves as an internal consultant in the area of expertise and shares knowledge with staff;
- Continues to seek out new and improved methods and systems for accomplishing the work of Safehaven as it relates to quality and safety;
- Develops Quality and Client Safety frameworks and plans for the organization, as well as Safehaven’s quality of care standards and client centred care model;
- Participates in committees for Accreditation Canada and Ministerial licensing and supports overall processes;
- Other responsibilities as required.

QUALIFICATIONS:

- Must have a Masters in Health Administration from an accredited institution;
- Previous experience working in a Quality and Safety role is considered an asset;
- Strong Microsoft Office (Word, Excel, Outlook and PowerPoint) skills;
- Experience establishing, designing and implementing governance policies and procedures;
- Strong analytical and problem-solving skills as well as experience working across organizational boundaries;
- Possess strong team values and the ability to interact with all levels of management;
- Demonstrated experience adjusting priorities as needed to meet deadlines;
- Possesses a strong work ethic, with a proven ability to take action and get things done;
- Must be able to respond to a flexible work schedule when required;
- This is a one year contract opportunity.