



Support Coordinator for CAC – Part Time Position

The Support Coordinator is an essential part of the CAC Accreditation Team. This role works with the client organization for a significant period of time and is primary in the establishment of the relationship that will guide the client organization to utilize the accreditation process to enhance learning, promote quality services and demonstrate evidence based practices. THIS PERSON MUST HAVE EXPERIENCE WITH ACCREDITATION OF HEALTH AND/OR HUMAN SERVICE ORGANIZATIONS. This includes either experience with the accreditation of an organization you have worked with or experience working with an accrediting body.

Scope:

The Support Coordinator reports to the Manager of Support Services and is responsible for providing accreditation services. This includes maintaining the relationships with client organizations and CAC leadership to support the effective, efficient evaluation of programs and services.

Qualifications:

- Education – Human or Health Service related degree or diploma
- At least 3 years of experience working in a senior role within a human or health service organization
- Excellent skills with Microsoft office suite and email programs
- Excellent interpersonal skills and able to work as part of a team
- Very organized, able to multitask, very motivated and a strong attention to detail
- The ability to speak French is an asset
- The incumbent to demonstrate the required knowledge and skills
- Equivalencies will be considered

Knowledge:

The incumbent must have proficient knowledge in the following areas:

- knowledge of CAC accreditation services and processes the support consistency and avoid enmeshment (guide not doing the work)
- knowledge of community health and human service organizations
- knowledge of organization governance
- knowledge of legislation related to community health and human service organization
- ability to maintain a high level of accuracy in preparing and entering information



Skills:

The incumbent must demonstrate the following skills:

- excellent interpersonal skills
- team building skills
- analytical and problem solving skills
- decision making skills
- high standards of ethics and confidentiality to handle sensitive information
- effective verbal and listening communications skills
- attention to detail and high level of accuracy
- presentation skills
- very effective organizational skills
- effective written communications skills
- computer skills including the spreadsheet and word processing programs, and e-mail at a highly proficient level
- stress management skills
- time management skills

Personal Attributes:

The incumbent must maintain strict confidentiality in performing the duties. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- work within a team work concept

Physical demands:

Normal demands associated with an office environment. The incumbent must have the ability to work on computer for long periods, and communicate with individuals by telephone, email and face to face. Significant travel will be required.

If you would like to apply for this position, please submit your cover letter and resume to CAC at employment@cacohs.com.