PROJECT COORDINATOR

About

About ACCESS Open Minds: ACCESS Open Minds is a pan-Canadian network uniting youth, families/carers, service providers, researchers, policymakers, and community organizations to improve youth mental health through improving services and leading ground breaking research. For more details, visit www.accessopenminds.ca

The Project Coordinator will support the implementation of an evidence-based supported employment and education program for youth who seek services at select ACCESS Open Minds sites. The Project Coordinator will support these sites as they implement the employment and education program through the lenses of implementation science, knowledge exchange, evaluation, coaching, and health equity. The Project Coordinator will support sites to implement the program and the corresponding research study and will work collaboratively with research team members and site partners across Canada on all aspects of implementation, including conducting regular program fidelity reviews. The Project Coordinator, with key stakeholders, will identify and anticipate challenges to the implementation process and will work collaboratively to identify possible solutions. For more details, visit this link.

Position Overview

The Project Coordinator will work collaboratively with research staff and community partners to:

Site Support and Project Management:

- Engage and collaborate with site staff, research team members, youth, and site leads and support planning, implementation, evaluation, quality improvement, health equity assessment and decision-making at the local level.
- Support sites in various parts of Canada and in different contexts in the implementation of the program and the research study, facilitating and supporting project success through collaborative planning and problem-solving.
- Work with project leaders to establish detailed work plans and objectives and to outline timelines and program/research project deliverables.
- Take a lead role in providing project coordination and implementing practice change.
- Supervise, train, and support research assistants and facilitate research recruitment.
- Facilitate the development of community partnerships.

Evaluation and Research:

- Use an implementation science framework and concepts including evidence-based research to interpret policy, procedures and standards related to client care.
- Identify best practice and emerging trends, conduct literature reviews and environmental scans to support program decision-making, planning and implementation.

- Create knowledge products such as templates, resources, guidelines and standards, which include analyses, recommendations and expectations supported by evidence-based standards and best practices for integrated youth services as part of supporting fidelity to the service delivery model.
- Support strategy development for sustainability and scaling up employment, education and related programs in youth mental health services, in collaboration with community partners.
- Contribute to program evaluation activities (e.g., fidelity reviews).

Qualifications

Experience & Education:

- Master's degree (preferred) in health sciences, health policy/administration, or a related field from a recognized institution, combined with 4+ years relevant experience working in mental health and addictions services and/or supported employment/education services. **For applicants with a Bachelor's degree or fewer years' relevant experience, please provide a clear justification in your cover letter to explain why your candidacy should be considered.**
- Demonstrated experience in building and maintaining positive relationships with diverse internal and external stakeholders.

Skills & Expertise:

- Bilingualism (English and French, spoken and written) required
- Excellent interpersonal & communication skills, as well as the ability to work effectively as part of a team and with diverse stakeholders (researchers, service providers, youth, families/carers, community services/sites, etc.)
- Strong problem-solving skills coupled with sound judgement and decision-making skills
- Strong initiative and ability to set priorities and meet deadlines
- Ability to demonstrate professionalism, discretion, courtesy, and respect in all interactions with internal and external stakeholders and to positively represent ACCESS Open Minds
- Flexibility and ability to perform multiple tasks simultaneously
- Capable of adjusting work schedules to meet multiple demands and pressures

Additional Assets:

- Experience implementing interventions or programs and/or supporting or supervising staff will be an asset
- Experience working with Indigenous communities
- Understanding of different provincial and federal health systems and services
- Experience with qualitative and quantitative data analysis and related software (e.g., NVivo, SPSS)

How to Apply:

Interested applicants should submit their cover letter and CV in **a single PDF file** by email to: access@douglas.mcgill.ca. Please put **"Project Coordinator: ACCESS Open Minds"** in the subject line. Applicants should clearly indicate in the cover letter how their previous experiences and skills relate to this position, including details regarding specific roles and tasks.

NOTE: We thank all candidates who apply. Only those candidates selected for an interview will be contacted.