



**Canadian Centre for Accreditation**

*Excellence in community services*

**Centre canadien de l'agrément**

*L'excellence en matière de services communautaires*

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## **CANADIAN CENTRE FOR ACCREDITATION**

### **Job Posting: Accreditation Specialist, bilingual (French/English) Full Time Permanent Position**

The Canadian Centre for Accreditation (CCA) is a non-profit leader in fostering excellence and equity in health and social services across Canada. We uphold and advance quality standards that promote the health and well-being of people and communities. Join us in making a difference!

#### **Role overview:**

As an Accreditation Specialist, you are instrumental in administering the accreditation process for our Participating Organizations (POs) and Review Teams. You will guide these organizations and volunteers through the accreditation journey, promoting compliance with standards and fostering continuous improvement. CCA Team members also work collaboratively to develop and enhance the accreditation program to ensure service excellence.

#### **Key Responsibilities:**

1. Accreditation Management and Support:
  - Act as the primary liaison for PO leadership and staff.
  - Guide all aspects of the accreditation cycle from initiation to completion.
  - Collaborate with the Accreditation Coordinator to ensure seamless support of accreditation reviews.
2. Support Review Teams:
  - Facilitate preparation for and provide ongoing support during site visits.
  - Ensure the quality and consistency of the accreditation process.
3. Program Enhancement and Resource Development:
  - Contribute to the enhancement of the accreditation program.
  - Develop and review educational tools and resources for POs and Review Teams.
4. Operations Support:
  - Engage in team collaboration and operational planning.
  - Contribute to internal and external communications and policy development.

**Hours of work:** Our core business hours are from approximately 9 a.m. to 5 p.m. with the occasional need to work outside of these hours.

**Location:** The CCA team works remotely from home offices. Staff are expected and supported to attend a minimum of two in-person team meetings per year.

**Compensation and benefits:** \$66,176 - \$76,309 per annum, commensurate with experience.

We offer a comprehensive benefits package that includes health and dental coverage and enrollment in the Healthcare of Ontario Pension Plan (HOOPP). We also offer 12 paid sick days, one paid float day and a starting balance of 15 paid vacation days per year, to support a healthy work-life balance.

#### **Qualifications:**

##### Essential:

- Minimum of 3 years experience in a community-based health or social service setting.
- Experienced in accreditation, evaluation and/or quality improvement.
- Effective communicator in spoken and written English and French.
- Legally eligible to work in Canada and residing in Canada.

##### Desirable:

- Experience in adult education.
- Experience in client / community engagement.



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### **Competencies:**

- Strong commitment to equity and inclusion.
- Strong member/customer service orientation and client relations skills.
- Analytical and critical thinking skills; able to adapt to changing situations thoughtfully and with integrity.
- Detail-oriented with excellent organizational and time and project management skills.
- Able to work independently and reliably with minimum supervision.
- Superior team player and collaborator.
- Competent using Microsoft 365, Google Apps, and virtual communication tools such as Zoom and Teams.

### **Why Work with Us:**

- Impactful work: Play a direct role in strengthening health and social services across Canada.
- Learning environment: Engage with a variety of health and social services organizations and professionals, gaining insights that broaden your professional horizon. We are committed to increasing job satisfaction and engagement by enhancing team members' knowledge and skills.
- Competitive benefits: Enjoy a comprehensive package that includes competitive health benefits and a pension, flexible working arrangements, and a supportive team environment that values diversity and inclusion.

The Canadian Centre for Accreditation is an equity employer. We welcome and encourage applications from Indigenous peoples, persons from racialized groups, persons of all sexual orientations and genders and persons with disabilities. Accommodations are available on request in all aspects of the recruitment process.

### **How to apply:**

- Prepare your application: Submit your resume and cover letter in PDF format. Please highlight your experience working in community-based health and social services, and with accreditation, evaluation and/or quality improvement.
- Submit your application: Email your application to Damilola Araoye, Executive Assistant, at [ea@canadiancentreforaccreditation.ca](mailto:ea@canadiancentreforaccreditation.ca) no later than June 2, 2024. Applications received after this date will not be considered.
- Selection Process: We appreciate all applications; however, only candidates selected for further consideration will be contacted.

**We are excited to learn how you can contribute to CCA's team and mission!**