



**Canadian Centre for Accreditation**

*Excellence in community services*

**Centre canadien de l'agrément**

*L'excellence en matière de services communautaires*

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500A-970 Lawrence Ave West / ave Lawrence ouest  
Toronto ON M6A 3B6  
info@canadiancentreforaccreditation.ca

## 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:** Accreditation Specialist

**Type:** Full-Time, Permanent

**Salary:** \$69,255 - \$79,859 per year, based on experience

**Benefits:** comprehensive health and dental benefits, HOOPP pension, 12 sick days, starting balance of 15 vacation days, 1 float day

**Location:** Remote within Canada. Staff are expected and supported to attend at least one in-person team meeting per year in Toronto.

**Hours of work:** Regular hours are generally 9:00 a.m. to 5:00 p.m. Eastern Time, with occasional evening or adjusted hours required to support accreditation activities across Canada.

**Vacancy status:** This posting is for an existing vacancy.

#### **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.
  - Review accreditation documentation and support consistent interpretation of CCA standards and processes.
  - 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.
  - Identify and resolve issues requiring follow-up, clarification or escalation during reviews.
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.

#### **Qualifications:**

##### Essential:

- Minimum of 3 years' experience in a community-based health or social service setting.
- Advanced professional proficiency in spoken and written French and English, with the ability to communicate clearly in both languages.
- Customer service orientation and relationship management skills.
- Proficiency using Microsoft Office, Google Workspace and Zoom.



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- Legally eligible to work in Canada and residing in Canada.

**Desirable:**

- Experience in accreditation, evaluation and/or quality improvement.
- Experience in one of the community-based sectors served by CCA (child and youth mental health, community supports and social services, counselling and groups, financial empowerment, mental health and addictions, primary health care, youth justice)

**Competencies:**

- Respecting and promoting diversity, equity and inclusion
- Detail-oriented with exceptional organizational and time management skills.
- Proactive analytical and problem-solving abilities
- Ability to work independently, exercise sound judgement, and seek guidance or escalation when appropriate.
- Quality improvement mindset, committed to reflection, learning, and continuous improvement.
- Collaborative and team-oriented work ethic.

**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.
- Inclusive environment: Be part of a team that values diversity and offers flexibility.

The CCA is committed to equity in employment. We welcome and encourage applications from equity-denied communities including First Nations, Inuit and Métis peoples, persons from racialized groups, persons of all sexual orientations and genders and persons with disabilities. Accommodations are available on request throughout the recruitment process. Applicants may request accommodation by contacting [info@canadiancentreforaccreditation.ca](mailto:info@canadiancentreforaccreditation.ca).

We encourage applications from candidates who may not meet every requirement but bring comparable experience, skills, or perspectives relevant to this role.

**How to apply:**

To apply, please submit your application in confidence to [info@canadiancentreforaccreditation.ca](mailto:info@canadiancentreforaccreditation.ca) **no later than Monday, June 15, 2026**. Applications received after the deadline may not be considered.

To ensure your application is reviewed, please follow these steps:

1. Email Subject Line: Use "CCA Accreditation Specialist – YOUR NAME."
2. Document Format: Combine your resume and cover letter into a single PDF or Word document.
3. Cover Letter Content: Highlight your most relevant experience and, if you choose, share how your lived experiences, background, or past work and volunteer roles align with CCA's mission.

We thank all applicants, but only those selected for further consideration will be contacted.

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

*The CCA does not use artificial intelligence in the screening, assessment or selection of candidates.*



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