



Applications are invited from qualified individuals to fill the following position:

Project Specialist

Behavioural Supports Ontario (BSO) – Provincial Coordinating Office

Temporary Full Time (1.0 FTE approx. 6 months)

NBRHC – Kirkwood Place Campus (Sudbury) OR King Street Campus (North Bay)

The North Bay Regional Health Centre is the proud lead host organization for the Behavioural Supports Ontario (BSO) Initiative at a regional and provincial level. BSO offers specialized behavioural healthcare services for older adults with, or at risk of, responsive behaviours/personal expressions associated with dementia/neurocognitive impairment, complex mental health, substance use, and/or other neurological conditions. BSO also offers enhanced support, coaching and capacity building for family and professional care partners.

The BSO Provincial Coordinating Office (PCO) is seeking a Project Specialist to leverage its fundamental pillars of: *System Coordination & Management; Integrated Service Delivery: Intersectoral & Interdisciplinary; and Knowledgeable Care Team & Capacity Building*. Reporting to the BSO Manager, the Project Specialist will work alongside the BSO PCO to ensure optimal scale and spread of its values, services, and products. The successful candidate will be responsible for leading projects related to culture change, quality improvement, and clinical best practice development as well collaborating with team members to support knowledge translation and dissemination.

Required qualifications include:

- Minimum Bachelor's degree in a health/social science field, such as Nursing, Social Work, Gerontology, Psychology, Health Studies, Recreation Studies, Sociology, etc. required. Training/certification in Geriatrics/Gerontology considered an asset.
- Minimum of 5 years of relevant experience working within a healthcare setting with a focus on older adults required.
- Certification in GPA, P.I.E.C.E.S., U-FIRST!, Mental Health First Aid, and Montessori-based dementia programming considered strong assets.
- Knowledge of fundamental evidence-based best practices in dementia, mental health, substance use, and neurological conditions and their effects on older persons, families and health care providers required.
- Background knowledge and understanding of Ontario's health system and current health matters required.
- Experience and demonstrated skills in project planning, execution, dissemination, and evaluation using various project management tools (Gantt Charts, dashboards, work plans) required.
- Experience and demonstrated skills in quality improvement and program evaluation required.
- Lean Certification and/or equivalent Quality Improvement Facilitation certification to support change management required.
- Advanced knowledge to practice facilitation and presentation skills in alignment with adult learning principles required.
- Demonstrated ability to develop effective engagement and dissemination strategies for BSO clinical best practices, tools, reports, and other products required.
- Excellent written and verbal communication skills required.
- Advanced skills in the retrieval and appraisal of academic articles via research databases required.
- Excellent computer skills and thorough knowledge of Microsoft Office applications (Word, Excel, PowerPoint and Outlook) and basic graphic design (Canva) required.
- Experience in supporting the execution of videoconference meetings and webinars (Zoom), including the development of meeting agendas and minutes required.
- Knowledge and application of social media policies and ethical conduct in the management of social media profiles required.
- Demonstrated high level of self-direction/self-motivation and ability to be adaptive to change and organize work effectively to meet deadlines while maintaining accuracy and attention to detail required.
- Excellent relationship-building skills among stakeholders across various sectors to achieve set goals required.
- Demonstrated person and family focused vision and values required.
- Demonstrated diplomacy, professionalism, tact, and the ability to effectively manage confidential/sensitive information required.
- Exceptional interpersonal skills in keeping with a highly respectful workplace and organizational values required.
- Demonstrated commitment to ensure your safety, the safety of fellow workers, patients, volunteers, and visitors.
- Good attendance and work record is required.
- Bilingualism (English/ French) is an asset.

Criminal Reference Check including the Vulnerable Sector Check:
recent within six (6) months is a requirement

**Interested candidates are asked to submit your resume and cover letter
quoting File [NU MH-22-065](#) to: careers@nbrhc.on.ca**

*We are an equal opportunity employer. We thank all applicants for their interest.
An acknowledgement will be sent only to those candidates who will be interviewed.*

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.