



# ***EMPLOYMENT OPPORTUNITY***

## **Regional Infant and Preschool Assessment and Intervention Clinic**

### **PROJECT MANAGER**

Temporary Part Time (.3) for 3 months

*We are looking for a Project Manager to oversee the start-up of an exciting new treatment program for infants and preschool children who have experienced trauma.*

*The program is based on a collaborative model involving support and services of health, social services and justice to improve outcomes for maltreated/ traumatized children. The project will deliver timely, comprehensive, multi-disciplinary assessments of the child and family to guide subsequent interventions as well as legal decisions regarding placement. The project evaluation will contribute to a body of evidence for effective practice and inform policy at the system level.*

The Project Manager is accountable to the Project Director and works with project staff, site leaders, stakeholders and clinicians to manage the project. Some key responsibilities will include:

- Managing and coordinating the project start-up within the approved plans and budget;
- Scheduling and assigning project resources as directed;
- Ensuring the project meets milestones and completion dates;
- Initiating corrective action for deviations in the approved plans;
- developing policies and ensuring the completion of Privacy Impact Assessments in consultation with the Directors, Coordinators and other relevant parties

We are seeking a candidate who has demonstrated success in project delivery and execution of project management methods. The candidate must have effective communication skills, strong problem identification and problem resolution skills, and the ability to be flexible in response to shifting priorities and deadlines. A university degree in a health related field required. Completion of a Project Management Certificate and experience in the mental health field are preferred. This position may be combined with other project management positions within the organization.

Please send your resume before 12:00 p.m. March 15, 2010 to:

Director, Human Resources and Administrative Services  
#406, 10011 - 109 Street, Edmonton, AB T6J 3S8  
Fax: 415 6050  
E-mail: [humanresources@casaservices.org](mailto:humanresources@casaservices.org)

This position will remain open until a suitable candidate is recruited. Posted March 3, 2010