



JOB POSTING
PROJECT COORDINATOR/PLANNER
PERMANENT FULL TIME

POSITION: Project Coordinator/Planner
GTA Rehab Network

LOCATION: 520 Sutherland Drive, Toronto M4G 3V9

START DATE: February, 2012

REPORTING TO: Executive Director, GTA Rehab Network

RESPONSIBILITIES: Develop collaborative and supportive working relationships with key staff in member organizations.

Provide leadership, information and support to various committees of the Network that address clinical and system-wide issues relating to rehabilitation across the continuum. Work tasks may involve literature reviews, design and analysis of surveys and other data, inventories, and planning and facilitating stakeholder forums.

Develop an understanding of rehabilitation services, resources and issues in the GTA and across the province.

Develop in-depth understanding of Ministry and LHIN priorities and directions as they relate to rehabilitation services, resources and issues.

Participate in development of operating and strategic plans for the Network.

SKILLS/EXPERIENCE: Masters degree in health/business administration or clinical masters
Clinical experience in a healthcare organization is an asset
Project management experience required
Skills in critical thinking and data analysis
Experienced and proven skills in report writing
Excellent organizational and communication skills
Able to work independently on multiple tasks and with teams
Computer literate in basics of Word, Excel and Power Point
Familiarity with rehab services in the GTA an asset

RESUMES WITH COVER LETTER TO BE SUBMITTED BY JANUARY 31, 2012 TO:

Charissa Levy, Executive Director, GTA Rehab Network
520 Sutherland Drive, Toronto Ontario M4G 3V9
Tel. (416) 597-3057 Fax: (416) 597-7021
Email: info@gtarehabnetwork.ca

Only candidates selected for an interview will be contacted

GTA Rehab Network staff members are employees of Toronto Rehab/University Health Network as the host organization for the GTA Rehab Network.