



## **Diabetes Education Program Quality Improvement Project Summer Student**

### **~~~IMPORTANT INFORMATION ABOUT THIS POSITION~~~**

Filling this position is subject to obtaining funding from Canada Summer Jobs (CSJ) which is an initiative of the Summer Work Experience program.

To be eligible, students must:

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

#### **Primary Function:**

The Quality Improvement Summer Student supports quality improvement initiatives by conducting a literature review and research, participating in meetings, assisting in the development of policy documents, procedures and reports. Provides communication and administrative support to Unison's Diabetes Education Program (DEP).

This position is based out of Unison's Lawrence Heights Site.

#### **Accountability**

Diabetes Education Program Manager

#### **Organizational Responsibilities**

1. Participate in team and organization-wide meetings and committees, initiatives and events.
2. Develop work goals in conjunction with supervisor, identifying action plans and learning objectives.
3. Participate in performance appraisal process including self-evaluation component.
4. Adhere to all policies and procedures of the organization.
5. Submit encounter data and/or statistics, administrative forms and reports in a timely fashion.

6. Orient, supervise and support students and/or volunteers as required.
7. Identify, report and debrief on client safety incidents, good catches, occupational health and safety incidents and near misses.
8. Other duties as required.

**Job-specific responsibilities:**

- Support Program Manager in ensuring efficiency and effectiveness of DEP quality improvement initiatives including but not limited to conducting research, assisting in developing policy documents and providing communication and resource support.
- conduct literature review and research to identify professional practice benchmarks;
- participate in meetings by:
  - presenting research;
  - assisting in the development and alignment of policy documents and procedures; and,
  - preparing reports and contents of meeting packages including minutes;
- Provide communication and administrative support.
- As needed, prepare brochures, reports, communications, and other material for print and social media.
- Make necessary arrangements for meetings, preparing agendas, supporting information packages and recording and transcribing minutes.

**Job – Specific Qualifications:**

- Demonstrated knowledge, skill and experience in conducting research, benchmarking and providing administrative / resource support
- Demonstrated knowledge of, and sensitivity to, the impact of social, economic, environmental and cultural issues on diverse communities
- Excellent interpersonal, communication, presentation and organizational skills, including a high level of computer literacy.
- Ability to build successful partnerships with diverse stakeholders.
- Excellent English communication skills, both written and verbal; knowledge of a second (or more) language and culture is an asset.
- Undergraduate degree/college diploma and/or equivalent experience.
- Ability to work flexible hours and travel within GTA.

**Core Organizational Competencies**

1. **Organizational commitment:** embracing our mission, vision and values and being an ambassador for the organization
2. **Team work:** Working cooperatively and productively with others to achieve results
3. **Client focus:** advocating for and contributing to positive outcomes for the clients/ stakeholders

4. **Innovation and initiative:** proactively identifying problems and coming up with creative solutions
5. **Professionalism:** accountability, life-long learning, and meeting professional and organizational standards
6. **Self-management:** flexibility to work in a fast-paced, rapidly changing work environment.

Term of position subject to funding received.

Full time position; anticipate the term to be between 8 and 13 weeks, within the timeframe of May 22, 2018 to August 17, 2018.

Minimum Hourly Wage

Interested candidates are asked to email a résumé with covering letter by 9:00 a.m., April 24, 2018 to:

Hiring Committee – DEP QIP Summer Student  
Unison Health and Community Services  
[hirings@unisonhcs.org](mailto:hirings@unisonhcs.org)

**Please cite UN\_2018\_012 in the subject line of the email**

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided on request, to support their participation in all aspects of the recruitment process.

While we thank all applicants for their interest, only those selected for interview will be contacted.