



EVERY STEP OF THE WAY.

## CPIN PROJECT MANAGER (12 month contract – renewable)

Jewish Family & Child, a multi-service, client-centered agency, and a Children's Aid Society supporting the healthy development of individuals, children, and families, is implementing the new Child Protection Information Network (CPIN) with the "go live" date projected for Autumn 2017. We are seeking a dynamic and experienced professional to lead this innovative initiative across the agency, in the role of Child Protection Information Network (CPIN) Project Manager.

Reporting to the Director of Finance & Corporate Services and the Director of Service – Child Welfare, the **CPIN Project Manager**, will provide leadership to the overall planning and implementation of the Child Protection Information Network at JF&CS. This includes the effective management of the project, leading the implementation team, and leveraging resources to ensure a successful on time integration and implementation of the system.

### In this role you will...

- Establish detailed project charter, plan, budget, objectives, milestones, and deliverables to integrate CPIN with its 4 components: Case Management, Finance, Document Management and Reporting into JF&CS systems
- Manage all aspects of the CPIN project life cycle and work closely with the implementation team to oversee completion of project processes
- Track and monitor project progress according to plan, document and report barriers encountered, make recommendations regarding related changes required to facilitate a successful outcome
- Identify and implement project management and organizational change management best practices
- Work in coordination with the Ministry of Children and Youth Services CPIN Regional Change Lead to ensure coordination in planning and progress
- Provide leadership, direction, and support to the internal CPIN implementation team throughout the project
- Lead data preparation efforts in the current case management information system for conversion to CPIN. This includes data quality, integrity and conversion of codes
- Develop and implement a plan for ongoing maintenance of quality of data and make recommendations regarding resolutions and prevention

### The successful candidate will have:

- Undergraduate or graduate degree in a related field
- Minimum 5 years related experience, including experience in a management role, managing and leading projects and project implementation
- Knowledge of case based social service, client case management, and child welfare services in particular
- Certification in Project Management and a PMP designation will be considered a strong asset
- Experience working on mainframe information systems will be considered an asset
- Strong knowledge, understanding and skills in information systems, software and data base management
- Significant change management knowledge and experience
- High level of attention to detail and commitment to data quality and integrity
- Knowledge of data migration and understanding of data integrity and quality
- Interpersonal skills, tact, diplomacy and the ability to work with a variety of styles and to appreciate diversity
- Ability to work in a high pressure fast paced environment and to meet tight deadlines
- Equivalencies would be considered

To apply for this challenging opportunity to play a pivotal role in a leading Agency, please submit your resume and cover letter to Human Resources [resumes@jfandcs.com](mailto:resumes@jfandcs.com) by Friday, **September 30, 2016**. Please reference, **CPIN Project Manager** in the subject line. JF&CS offers a competitive compensation and benefits package. This posting will remain active until the position is filled.

Jewish Family & Child is committed to the principle of equal opportunity in employment.

We thank all applicants for their application and interest; however, only those considered for an interview will be contacted.

To learn more about Jewish Family & Child, please visit: [www.jfandcs.com](http://www.jfandcs.com)

