

**Job Title:** Project Lead, Youth Wellness Hub  
**Department:** Youth Success and Innovation  
**Location:** Peel CAS, 25 Capston Dr. Mississauga, Ontario  
**Application Deadline:** July 23, 2024  
**Hourly Grade:** 5 Non-Union (\$53.34-\$66.00)

Peel Children's Aid Society (Peel CAS), in collaboration with 17 community partners, is leading the creation of a Youth Wellness Hub as part of the Youth Wellness Hubs Ontario (YWHO) initiative. This initiative aims to bridge service gaps in youth mental health and substance use sectors across Ontario by providing youth aged 12 to 25 with low-barrier access to a broad range of services including mental health support, primary care, education, employment, housing, and other social services. The overarching goal is to enhance youth experiences and outcomes through increased access to rapid services, consolidated care in one location, and tailored, high-quality programs co-developed with youth.

## **ROLE**

Reporting to the Director of Youth Success and Innovation, the Project Lead will play a pivotal role in the planning, development, and implementation of the Youth Wellness Hub at the Trailblazers Youth Centre. This is a management role and includes managing project timelines, coordinating with stakeholders, and ensuring that project deliverables are strategically aligned with the goals of Peel CAS and the YWHO initiative.

## **PRINCIPLE RESPONSIBILITIES**

- **Strategy and Innovation:** Strategically plan, develop, and implement the Youth Wellness Hub (YWH) in Peel, focusing on barrier-free access and active engagement of youth. Utilize change management techniques to effectively engage with Trailblazers Youth Centre during transitions. Champion innovative approaches to enhance service delivery and effectiveness.
- **Project Leadership and Management:** Lead the planning and implementation of the YWH project, ensuring timely completion of milestones and strict adherence to the budget.
- **Stakeholder Engagement:** Manage relationships with the YWHO's Implementation Specialist and other key representatives involved in the initiative.
- **Operational Coordination:** Oversee project meetings including operational, implementation, advisory, and other necessary subcommittees.
- **Data Management:** Oversee the gathering, analysis, and reporting of data to measure project impact and outcomes.

## **Strategic Support:**

- Provide high-level support including scheduling, correspondence, and maintaining comprehensive documentation.
- Evaluate service impact, aligning with community needs and the broader YWHO mandate.

- Drive strategic initiatives, managing risks, and devising metrics to gauge project success.

### **Collaboration and Compliance:**

- Foster collaboration among Network Partners, Trailblazers Youth Centre staff, Hub staff, and external partners.
- Ensure project activities comply with Peel CAS standards and YWHO directives, participating actively in quality improvement efforts.
- Secure community partner involvement and oversee the operational setup leading to the establishment of the Hub site.

### **JOB SPECIFICATIONS/COMPETENCIES**

1. Expertise in project management including comprehensive planning, execution, and evaluation, approached with a DEI & TR lens.
2. Strong experience in change management and strategic planning.
3. Demonstrated leadership skills with the ability to motivate and manage teams.
4. Strong communication and interpersonal skills to effectively liaise with various stakeholders.
5. Proficiency in project management software and MS Office suite.
6. In-depth understanding of data management processes relevant to project monitoring and evaluation.
7. Knowledgeable about youth services, mental health, and substance use sectors

### **QUALIFICATIONS**

- Master's/Bachelor's degree in Business Administration, Health Administration, Social Work, Social Sciences, or a related field, with a strong preference for candidates with a Project Management Experience.
- At least 3-5 years of experience in project management, ideally in non-profit, healthcare, or community service settings, with a focus on change management and strategy.

**HOURS OF WORK:** 9am-5pm Monday to Friday, however working hours may vary and applicants must be flexible to work outside of standard office hours

### **WHAT WE OFFER:**

- Competitive salary and a generous compensation and benefits package
- Semi-private hospitalization and prescription drugs coverage
- Flexible options for hybrid remote work

- Employee Assistance Plan
- Interactive Employee Wellness Programs
- Extensive Training & Development opportunities
- Introductory Webinars (WHMIS, AODA, Health and Safety)
- Generous Pension Plan through OMERS (part-time and full-time employees are entitled to enroll)
- Onsite Gym
- Staff Lounge

### **WHO WE ARE:**

Child welfare is a rewarding career option that enables caring individuals to support the community and make a positive difference in the lives of children, youth, and families. As the third largest CAS in the province, we are proud of our ongoing innovation and leadership throughout the sector. Seeing well over 10,000 families a year, Peel CAS has the lowest number of children and youth in care per capita across Canada. 99% of the work we do is with children, youth, and families in their own homes. We are also home to the Child Welfare Immigration Centre of Excellence (CWICE) which is the centralized service in Ontario that supports child welfare organizations on cases involving unresolved immigration, settlement, or border-related issues. In addition, Peel CAS offers extensive programming dedicated to youth success through our Trailblazers Youth Centre, developed and led by youth to access exceptional services and supports to thrive, belong, build life-long connections and position themselves as leaders.

As an equal opportunity employer, we value Diversity, Equity, and Inclusion (DEI). We are grateful that our workplace diversity is representative of the communities that we serve and are committed to creating an inclusive environment where all employees feel like they belong. Should you require accommodation during the recruitment and selection process please contact us at [tkhaira@peelcas.org](mailto:tkhaira@peelcas.org)

Please apply on our website: [www.peelcas.org](http://www.peelcas.org)