



51 Clarkson Avenue, Toronto, ON, Canada M6E 2T5  
Tel: (416) 787-3007 Fax: (416) 787-4421 Email: info@acrossboundaries.ca  
acrossboundaries.ca

---

**JOB POSTING**  
**ACCREDITATION & QUALITY COORDINATOR**  
**Full-time 35 hours/week - 1 Year Contract**

Across Boundaries (AB) is a mental health centre which provides a range of supports and services to people from racialized communities living with mental health issues and/or substance use. The centre has a holistic model of care and operates within an anti-racism/anti-oppression and resisting anti-Black racism frameworks to promote equity and access for racialized people. We are seeking an Accreditation and Quality Coordinator to support our quality improvement and accreditation programming, ensuring compliance with accreditation standards. The position reports directly to the Executive Director.

**GENERAL RESPONSIBILITIES:**

- Coordinates the Centre's Quality Improvement Agenda and participation in Accreditation Canada and Excellence Canada programs:
  - Acts as primary administrative liaison with Accreditation Canada and Excellence Canada
  - Develops project timeline and communication plan in cooperation with the leadership team
  - Coordinates a centre-wide launch of the programs, survey processes, policy development and reviews, plus all activities as required to attain successful accredited status in both programs
  - Provides centre-wide education and communication; supports accreditation teams and communicates a formal survey schedule
  - Liaises with the surveyors as required
  - Networks with community partners and other organizations as necessary and appropriate
  - Provides training to leadership team to maintain ongoing quality improvement initiatives beyond the life of the contract

**Qualifications:** The successful candidate will possess the following:

- Undergraduate degree, PMP Certification, or equivalent in social sciences or related field
- Three or more years' experience in project management and quality improvement
- Knowledge of community mental health and addictions systems
- Demonstrated interpersonal, communications and organizational abilities with an attention to confidentiality
- Demonstrated ability to work independently and with teams as required
- Excellent writing and presentation skills
- Demonstrated project management experience, including planning, implementing and executing accreditation project phases
- Strong problem solving and computer skills

- Knowledge of Accreditation Canada's Qmentum (Global) program and Excellence Canada program requirements
- Ability to work in a manner that exemplifies the core values of our organization, show sound judgment and high degree of independence, initiative, tact and discretion Ability to develop and maintain equitable partnerships with community organizations
- Ability to meet deadlines
- Knowledge of quality improvement methods such as LEAN is a definite asset
- Past experience with Accreditation Canada is an asset
- Past experience working with and reporting to a Board of Directors is an asset
- Must show proof of vaccination (2 doses of covid 19 vaccine)

**Salary Range:** \$65,000 - \$75,000 per annum

**Vaccination:**

Across Boundaries will require all persons working or affiliated with Across Boundaries to be vaccinated upon hire.

**Send Application to:** Hiring Committee  
 Across Boundaries: An Ethnoracial Mental Health Centre  
 51 Clarkson Avenue, Toronto, Ontario, M6E 2T5  
 Fax: 416-787-0812 Email: [info@acrossboundaries.ca](mailto:info@acrossboundaries.ca)

*We encourage applications from individuals who reflect the broad diversity of communities we work with, including those from racialized, Black and 2SLGBT++ communities. We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

*Across Boundaries is proudly **Accredited with Commendation** by Accreditation Canada 2019-2023.*

