

Developmental Services Ontario Provincial Network (DSOPN)

Date posted	February 6, 2025
Title	DSOPN Strategic Plan Implementation Lead
Status	Contract – 12 months
Language	Bilingualism preferred
Salary Range	\$15,000 - \$20,000 for a 12-month contract
Closing Date	February 16, 2025
FTE:	17.5 hours every two weeks (0.25)

Primary Focus

Provide project management support to the Developmental Services of Ontario Provincial Network (DSOPN) to implement their strategic goals and objectives.

Main Responsibilities:

Weekly Tasks:

- Facilitate regular communication between the DSOPN Table, the Strategic Pillar Champions and the Day-to-Day Operational Planning Table.
- Support Strategic Pillar Champions with action items to facilitate implementation of strategic plan work plans.
- Support working groups with action items to facilitate implementation of operational activities outlined in the strategic plan.
- Track progress on strategic goals and objectives including key performance indicators.
- Maintain up-to-date shared folders and documents.

Monthly Tasks:

- Support DSOPN chair with administrative tasks pertaining to network meetings (e.g., setting agenda, sending out documents, recording minutes including decisions and action items).
- Attend DSOPN meetings and provide updates when required.
- Support decision-making process as outlined in the Terms of Reference at meetings, when needed.
- Initiate follow-up on all action items from meetings

Ongoing/As Needed Tasks:

- Act as the connection point between all levels of the DSOPN structure.

- Have a strong understanding of the roles and responsibilities of each level of the DSOPN structure.
- Synthesize and mobilize data to help inform advocacy and recommendations put forward to the Ministry or other partners.
- Undertake project management activities (e.g., email communication, scheduling meetings, work plan updates, etc.)

Qualifications

- University degree or college diploma in a related field.
- 2 years of planning and/or project management experience.
- Strong collaboration and interpersonal skills.

Working Conditions

Remote work is offered for this position and can be performed from any home office set up within Ontario.

Accommodations

Service Coordination for People with Developmental Disabilities (SCS) has an accommodation process in place and provides accommodations for candidates and employees with specific needs. If you require specific accommodations please contact the Human Resources Advisor of SCS so that we can make arrangements to provide appropriate accommodations for you.

As the ideal candidate you are a self-starter with excellent interpersonal skills who works well in a team environment. Qualified candidates may submit their resumes, along with a cover letter quoting to Human Resources

While we appreciate all responses, only candidates under consideration will be contacted. We kindly ask not to send in duplicate copies of your resume.

DSOER is committed to fostering an inclusive, accessible environment where all employees and stakeholders feel valued and respected. We welcome and encourage applications from individuals of all backgrounds, identities and experiences.

Please send cover letter and resume to the following address mbellman@scsonline.ca no later than 5pm February 16, 2025.