



MOSAIC

INTERNAL/EXTERNAL JOB POSTING

POSITION: **Senior Manager, Quality Improvement and Data Management**

DEPARTMENTS: **Employment and Language, Family and Settlement Services**

POSITION FUNCTION: Working collaboratively with other leaders in the organization, this position is responsible for ensuring that MOSAIC is continuously improving its services and meeting or exceeding accreditation, organizational and funder requirements through service integration, robust data collection and management and best practice processes and procedures.

QUALIFICATIONS: High degree of knowledge about CARF accreditation standards, program management activities, government funding sources and requirements, outcomes-based performance measurement and quality improvement processes

Working knowledge of standard office equipment and software applications (word processing, spreadsheets, presentation software, and databases)

Degree in Community Studies, Management (Business, Financial), Marketing, Education, Social Work etc., or equivalent education or experience.

Superior communication skills; excellent problem solving, collaboration, team building, data management and organizational skills; able to exercise good judgment and take the initiative; strong computer skills.

Minimum three years' experience in quality improvement and data management. Non-profit experience, an asset.

HOURS: 35 hrs per week

STARTING PAY (level 1): \$31.42/hour

RESUMES TO: employmentprograms@mosaicbc.com

Please reference **Your Name - "Manager of QI and DM"** in the Subject line of your application and submit via email. Only those selected for an interview will be contacted.

DEADLINE: Friday, October 16, 5:00 pm PT.