



Alberta Council of Disability Services

160-3015 12 Street NE, Calgary, Alberta, Canada T2E 7J2

Switchboard: (403) 250-9495 Fax: (403) 291-9864

Website: www.acds.ca Email: acds@acds.ca

ACCREDITATION COORDINATOR

Who We Are

The Alberta Council of Disability Services (ACDS) is a not-for-profit, provincial association of organizations that support people with developmental disabilities or brain injury. Our goal is to ensure quality service delivery in the Community Disability Services (CDS) sector. Member support is provided through policy advocacy, training and development, accreditation, research, and building connections within and across the CDS sector. We are a highly respected conduit of information and collaboration between the government and member organizations.

What We Are Seeking

Coordinator, Standards and Accreditation supports the planning, implementation and tracking of Standards & Accreditation Department programs and services. All accreditation functions are carried out in accordance with the Provincial Framework for the implementation of the Creating Excellence Together Standards. The role works closely with the Accreditation Manager through the execution of ACDS' Creating Excellence Together Standards and other department mandates.

This **full-time** position will appeal to a highly organized, deadline-driven professional with an aptitude for the planning, implementation and tracking of Standards & Accreditation department programs and services. The major responsibilities of this position include coordination and follow up of accreditation site-survey activities, and assistance with the design of select survey components, in support of the ACDS' vision. The ideal candidate will be one who requires little supervision, is technologically confident and competent, can manage multiple projects in a fast-paced environment, and who wants to contribute their skills to make a difference in the nonprofit sector.

PRIMARY DUTIES AND RESPONSIBILITIES

- Facilitate the broad and minute details of site-surveys, including confirming a team, setting dates, developing itineraries, assisting the service provider with preparation, ensuring booking of hotel and flight reservations, and facilitating communication between the team and the service provider
- Assist in the recruitment, training, evaluation, and coordination of contractors/volunteers with appropriate skills for the project
- Assist with the development and maintenance of materials, including the standards, and policy and procedure
- Assist with the development, implementation and distribution of tools, information, advertising, marketing, and training to various stakeholders (government, community, and volunteers) surrounding the survey process, and the accreditation standards and services
- Maintain, research, and develop resources for the website and other social media
- Maintain contacts and communicate appropriately with clients, families, guardians, staff, and community representatives
- Establish a communication schedule to update internal/external stakeholders as appropriate

Our Mission: ACDS is the collective voice of our members, advancing excellence and best practices, advocating for effective public policy, and championing professional disability services.

- Participate at planning meetings and other related committee work, including taking minutes if required
- Write reports on the project for management and funders, monitor, and report on budgeted project expenditures

QUALIFICATIONS AND COMPETENCIES

- University degree or diploma in related disciplines such as Disability, Social or Human Services, with a minimum of 2 - 5 years of experience, preferably in a non-profit environment. An equivalent combination of experience and education may be considered.
- Case management and relationship development to support all involved parties in various aspects.
- Experience in event planning and project coordination with knowledge of accreditation management and project coordination systems.
- Highly organized, able to manage multiple projects and competing priorities, and complete tasks accurately to exceptionally high standards within set timelines.
- Excellent written and verbal skills in the English language, with public speaking and group facilitation experience an asset.
- Proficiency with Windows, Microsoft suite of products, experience with database management and records retrieval.
- Able to work respectfully in a diverse team environment, share expertise and knowledge, contribute to sound decision-making across professional and operational boundaries, and willing work hard to contribute to support both departmental and organizational activities and priorities.
- Flexible to travel for occasional out-of-town engagements and work occasional evenings for events.

Remuneration: \$50,000 – \$55,000 Annually

This is a full-time position located in Calgary; ACDS offers a highly supportive, equal opportunity work environment.

E-mail resume and covering letter to: hr@acds.ca

Please state “Application for Accreditation Coordinator - Website” in subject line.

Deadline: April 20, 2021

Only candidates selected for an interview will be contacted. Interview candidates will be required to bring documents to prove academic credentials. Position will remain open, and deadline extended until the ideal candidate is found.

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