



**Canadian
Frailty
Network**

**Réseau canadien
des soins aux
personnes fragilisées**

Project Manager/Developer – Full-Time Position

The Canadian Frailty Network (CFN) is a pan-Canadian not-for-profit network funded by the Networks of Centers of Excellence whose mission is to improve care for older adults living with frailty. The Project Manager will be singularly focused on CFN's pan-Canadian initiative to develop and implement Regional Centres for Healthy Aging across Canada. As part of this larger initiative the Project Manager will first plan and implement a Kingston Development Centre to develop and test the protocols, processes, tools and policies that will eventually be used nationwide. The successful person will report directly to the CFN Scientific Director and Executive Director and will work closely with network staff.

Key responsibilities

- Designing and developing a comprehensive protocol for the Kingston Development Centre.
- Working with the Manager of Partnerships to form new partnerships and collaborations needed for the Kingston Development Centre and the future Regional Centres for Healthy Aging.
- Working closely with Queen's University, Kingston Health Sciences Centre, the City of Kingston and other organizations/companies to implement the Kingston Development Centre.
- Identifying and applying for external funding to support the creation and implementation of the Kingston Development Centre and the Regional Centres for Healthy Aging. The successful candidate will be responsible for writing grants and proposals.
- Assisting in communications that promote the Kingston Development Centre. This includes supporting the design and delivery of knowledge mobilization events (e.g., conferences, forums) focused on promoting the Kingston Development Centre and the future Regional Centres for Healthy Aging.
- Drafting and submitting academic manuscripts and other written work for publication and broad dissemination of CFN's network.

Qualifications

Completion of a PhD in behavioural health or implementation science is of high importance. Experience in gerontology or training in geriatrics are considered an asset, as are experiences/training in epidemiology, kinesiology, nutritional sciences, occupational therapy, physical therapy, pharmacology, pharmacy, psychology and social work. The successful candidate will have demonstrated abilities to communicate (verbal and written) complex ideas to a diverse group of audiences and project manage a large multi-component initiative with numerous stakeholders. Knowledge of policy development, experience in catalyzing policy change, and contacts within the health, private, public, academic and government sectors will all be considered assets.

Additional Details and Timing

The position is full-time for one year with the opportunity for term renewal, subject to a probation period, subject to satisfactory performance and funding availability.

The position is at the CFN Administrative Centre in Kingston, Ontario and located at Queen's University/Kingston Health Sciences Center, with periodic regional or national travel required.

Preference will be given to candidates who can start employment within a short time after they are selected.

Remuneration will depend on qualifications and experience.

Qualified applicants should submit a resume and cover letter to executivedirector@cfn-nce.ca, by 12 noon ET on Friday, October 23rd, 2020.

Interviews for qualified candidates will be held soon afterwards. **The successful candidate would be expected to start no later than December 1st 2020.**

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

Employment Equity and Accessibility Statement

The Canadian Frailty Network invites applications from all qualified individuals. CFN is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

The Canadian Frailty Network provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to disclose those needs should they be contacted for an interview.