



**Canadian Mental
Health Association**
York and South Simcoe
Mental health for all

CANADIAN MENTAL HEALTH ASSOCIATION – YORK REGION

VOLUNTEER PLACEMENT DESCRIPTION

Position Title:	Quality Improvement/Safety Committee Member
Reports To:	Committee Chair and Director of Quality Improvement and Business Development
Location:	York Region
Revised:	September 2017

MISSION STATEMENT

As the nation-wide leader and champion for mental health, CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

PLACEMENT SUMMARY

Members of this committee must possess the ability to maintain a professional manner under all circumstances. Responsibilities include:

- Review and provide recommendations on the organization's Quality Management Plan
- Identify indicators that the Board will use to monitor quality improvement and safety
- Monitor organizational-level measures related to safety e.g. Quarterly Client/Staff Safety Reports
- Monitor organizational-level measures related to quality improvement aligned with our Strategic Plan
- Champion the organization's accreditation process
- Provide advice and expertise to CMHA quality/safety projects as requested.

Accountability:

The QI/S Committee shall be accountable to the Board and shall report its discussions and recommendations to the Board by oral or written report. Committee Members report directly to the Director of Quality Improvement and Business Development. Any questions, concerns or supports needed are to be brought to their attention.

QUALIFICATIONS

Experience:

We are currently seeking 2 new members, preferably with skills/experience in:

- Primary care
- Community services
- Risk management
- Health care accreditation
- CQI principles
- Root Cause Analysis

Skills and Abilities:

- Good oral and written communication
- Good interpersonal skills.
- Detail oriented
- Good organizational & time management skills.
- Ability to work with limited supervision following orientation.

Commitment:

- Members will serve two years, with the ability to serve a third year for continuity of membership when required/as identified by Chair.
- Completion of general orientation and training.
- Monthly Activity Forms identifying volunteer hours will be completed and submitted to the supervisor for signature at the end of each month.

Meetings:

The QI/S Committee meets at least quarterly in the evening from 6:30 p.m – 8:30 p.m. Additional meetings may be called by the Chair.

The next 3 meetings are scheduled in Markham on:

- November 7, 2017
- February 6, 2018
- May 17, 2018

CMHA, York Region Branch supports the recovery of people with mental illness and promotes diversity in the workplace. We encourage consumers, women, aboriginal people, people with disabilities, and members of the LGBT, visible minority and immigrant communities to apply.

To request this posting in an alternate format or to request accommodation in the application process, contact us by email at nbrouillard@cmha-yr.on.ca

While we thank all candidates for their interest, only those selected for an interview will be contacted.