



**Canadian Mental
Health Association**
Lambton Kent

**Project Manager - Homelessness, Addiction Recovery Treatment (HART) Hub
1 Contract FTE Sarnia Site (5 days per week until March 31, 2026)**

At Canadian Mental Health Association Lambton Kent a diverse, inclusive, and equitable workplace is one where all employees, volunteers, students and clients, whatever their gender, race, ethnicity, creed (religion), national origin, age, sexual orientation or identity, education or disability or any protected ground under the Human Rights Code, feel valued and respected. We are committed to a non-discriminatory and unbiased approach to inclusion including practice, environment and communication channels. We respect and value diverse life experiences and cultures and work to ensure that all voices are valued and heard.

POSITION SUMMARY

The Project Manager is responsible for overseeing the planning, execution, and successful delivery of the Homelessness, Addiction Recovery Treatment (HART) Hub project and launch in coordination with Steering Committee Stakeholders. This role involves managing all aspects of project life cycles, including defining project scope, creating detailed plans, coordinating resources, and leading cross-functional teams. The Project Manager ensures the project is completed on time, within budget, and to the highest quality standards, while also proactively identifying and managing risks. They act as the key liaison between stakeholders, providing regular updates and ensuring alignment with business objectives

Reporting to the CEO, the incumbent will be responsible for the following functions:

- Develop and manage comprehensive project plans, including scope, timeline, budget, and resource allocation.
- Co-chair sub-committees (HART Hub, Housing and Transitional Beds) and regularly report back to the steering committee
- Define clear project goals, deliverables, and success criteria.
- Ensure projects are executed in alignment with organizational objectives and stakeholders' needs
- Collaborate with internal teams, leadership, and community partners to ensure project requirements are understood and met.
- Regularly update stakeholders on project status, challenges, and milestones.
- Serve as the primary point of contact for all project-led related inquiries.
- Monitor project budgets and ensure cost-effective use of resources in conjunction with Director of Finance and CEO
Track and report on project expenditures and ensure projects are completed within budget constraints

Education required:

- Bachelor's degree in Business, Management or Healthcare field from an accredited educational institution.
- PMP (Project Management Professional) certification or equivalent considered an asset
- Minimum of 3-5 years of project management experience, ideally in healthcare, or innovation-driven environments.
- Construction knowledge an asset.
- Proven track record of successfully managing complex projects from initiation to completion
- Strong knowledge of project management methodologies
- Excellent communication, interpersonal, and leadership skills.

- Ability to work effectively with diverse teams and manage multiple priorities in a fast-paced environment.
- Valid Ontario Drivers Licence and access to a vehicle.

Hours of Work: 35 hours/week 8:30am-5:00pm. Flexible hours are required to meet the position requirements

Salary: \$93,563- \$116,881

Applicants should submit a covering letter and resume by February 21, 2025 on BambooHR [BambooHR](#)

If you require an accommodation, we will work with you to meet your needs. This information is available in an alternative format upon request, to accommodate individuals with a disability. While we thank all applicants for their interest, only those selected for an interview will be contacted. If contacted for an interview, please inform us should accommodation be required.