

Career Opportunity



WHO WE ARE

AccertaClaim Servcorp Inc. (Accerta) is a B Corp certified social enterprise enabling healthcare equality for all.

As a social enterprise, we manage dental, vision, drug, and healthcare benefits programs exclusively for government and social services agencies in Canada. Our targeted experience and innovative technology provide cost savings, reliable service, process continuity, and accurate, insightful data that enables governments to make informed strategic decisions, reducing stress on the healthcare system through streamlined administration.

ABOUT THIS OPPORTUNITY

Accerta Services Inc. (ASI), a subsidiary of AccertaClaim Servcorp Inc., is seeking a full-time, permanent Manager, Government Relations, Indigenous Specialist. The successful candidate will contribute to matters in the areas of government relations, regulatory/policy review, communications, project management, and issues management. The candidate will also be a key point of contact in developing and maintaining relationships and partnerships with Indigenous communities in Ontario related to the Ontario Autism Program and the management of ASI's role as an independent intake organization responsible for the administration of AccessOAP. The incumbent will also support AccessOAP in its pathway to reconciliation and the development of an Indigenous relations strategy. The incumbent will also identify and analyze issues affecting the Ontario autism landscape, understand how it connects to ASI's activities immediately or in the future, and recommend a course of action to manage or address them. This position reports to the Director, Government & Stakeholder Relations.

ACCOUNTABILITIES

- Play a key role in strengthening, promoting, and managing ASI's corporate brand and reputation, shaping the corporate narrative.
- Fostering and maintaining long-term partnerships with external stakeholders by defining and leading ASI's stakeholder strategies, while also overseeing external corporate reporting initiatives as it relates to AccessOAP.
- Key mandates include working as a key point of contact between AccessOAP and the Ministry, maintaining an awareness of the government decision making cycle, supporting Indigenous communities in their awareness of AccessOAP, fostering Indigenous community partnerships and relationships, and evolve other areas of the program.

How to Apply: We accept applications submitted via email to recruit@accerta.ca

Website: www.accerta.ca

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- Support the development and maintenance of strong and effective relationships with partners to enhance awareness, understanding and engagement in achieving ASI's strategic goals.
- Assist with preparation and writing of community/stakeholder communication materials.
- Gather background material, statistics, and other data to support the team with correspondence, the creation of briefing notes for key meetings and ad hoc presentation materials.
- Track key government committees, ministries, and other advisory bodies to ensure, where appropriate, that ASI provides input and information to these groups with the objective of advancing the organization's contribution and furthering its objectives.
- Recommend activities that leverage ASI's strengths and make recommendations regarding the evolution of ASI's programs, services, relationships, funding, and communications.

QUALIFICATIONS

- Bachelor's Degree in Social Services, or a related field.
- At least 5 years of government experience.
- Experience working within the Indigenous landscape in Ontario, ideally as it relates to the autism spectrum.
- Experience working in a high-profile environment, and insight and experience within the social services sector specifically with Indigenous communities.
- Understanding of government decision-making processes.
- Experience working closely with senior management teams where stakeholder engagement, reputation management, corporate narrative, and brand building are key priorities for the organization.
- Advanced knowledge of MS Office, including Teams, PowerPoint, Word, and Excel
- Excellent problem-solving skills and an ability to work in a team environment with exceptional organizational, time management, and prioritizing skills.
- Excellent interpersonal, written, and oral communication skills.
- High standards of ethics and confidentiality to handle sensitive information.
- High attention to detail in all areas of work.

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WHAT WE OFFER

- A permanent position with a competitive salary package and easily accessible downtown location.
- A competitive benefit package that includes a DB Pension Plan and Health Care Expense Account (HCEA).
- Opportunities to increase your earnings through performance-based incentive programs.
- Growth opportunities in a company that promotes from within.
- Time off to volunteer within our community
- Hybrid working environment

FLEXIBLE WORK ARRANGEMENT:

We support a hybrid approach, which will give everyone the best of both worlds – a mix of home and in-office workdays. Hybrid schedules will be determined in partnership between individuals, managers, and the team.

HOW TO APPLY

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COVID-19 VACCINATION

All AccertaClaim Servcorp Inc. & Accerta Services Inc. employees are required to be fully vaccinated as a condition of hire in accordance with the Company's Mandatory Vaccination Policy.

INCLUSION AND EQUAL OPPORTUNITY EMPLOYMENT

Accerta is an equal opportunity employer and committed to fostering diversity and inclusion in the workplace. We are committed to fair employment practices and all qualified applicants will receive consideration for employment. We offer accommodation for applicants with disabilities, as required throughout the recruitment process. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To request accommodation, please contact accessibility@accerta.ca.

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted.

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Final candidates for this position may be required to undergo a security screening, including criminal records check, judicial matters check, vulnerable sector screening and employment reference check.

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