

Primary Care Network (PCN) Administrative Assistant

Job Title: PCN Administrative Assistant
Reports to: PCN Manager
Status: Contract to Sept 07, 2022 with potential for full time employee
Hours: 20 hours/week, with availability for early morning and evening meetings
Pay rate: \$20 to \$28 commensurate with experience
Closing Date: August 20th, 2021.

The Campbell River and District Division of Family Practice (the Division) [Campbell River & District | Divisions of Family Practice \(divisionsbc.ca\)](https://divisionsbc.ca) is recruiting for a Primary Care Network (PCN) **Administrative Assistant** to support the developing Campbell River and District PCN Network.

This is a .5 contract position to Sept 07, 2022 with the potential for transitioning to full time hours and an employee position. **Working hours are 20 hours per week, Monday to Friday requiring some flexibility to support early morning and evening meetings are required.** The position will work out of the Division office with the need to travel for meetings within Campbell River and area as required.

Background

Divisions of Family Practice were created through collaboration between the Ministry of Health and the Doctors of BC and are community-based groups of primary care practitioners working together to achieve common health care goals. The Campbell River and District Division of Family Practice represents primary care practitioners across multiple settings in Campbell River including Oyster River, Sayward, Gold River, Quadra and Cortes Islands.

The Primary Care Network is being implemented and supported through a partnership between the Campbell River and District Division of Family Practice, Island Health, the First Nations Health Authority, and local Indigenous and other community partners. One of the goals of Primary Care Networks is to enhance patient care using a team-based care approach. The implementation and delivery of the PCN is centred on culturally informed care and cultural safety and humility.

Key tasks and responsibilities:

- Provide administrative support to the Primary Care Network (PCN) team, its committees and working groups;
- Support the gathering, input, processing and analysis of data and information to assist in the development and evaluation of the PCN;
- Supports the preparation of meeting materials, including reports, presentations and agendas;
- Record meeting notes and prepare summaries which may include action items, decision logs, parking lot logs and participant satisfaction, in a timely manner;
- Arrange and support meeting and event logistics (date/time/location and catering), equipment needed and RSVP's, including virtual, online meetings (e.g., Zoom);
- Respond to stakeholder inquiries about specific initiatives;
- Assist with developing and maintaining positive relations with stakeholders, partners, other professionals and the community;

- Maintain confidentiality in all aspects of client, staff and agency information as per organizational policy;
- Collect, manage, store and use information in accordance with the Personal Information Privacy Act (PIPA);
- Demonstrate and promote a cultural safe work environment and participate in ongoing learning opportunities in anti-racism and decolonization;
- Participate in regular Division team meetings and in learning for job specific topics as approved by the PCN Manager;
- Prepare and assist in delivering a variety of communications for the PCN, the Division and their initiatives (e.g. online newsletter, posters, website maintenance);
- Support other team members in the performance of their roles;
- Other duties to support the work of the PCN and Division as required.

Qualifications, Experience and Preferred Profile

We are seeking an experienced, confident individual who is committed to supporting a culturally safe work environment within a diverse team. Essential qualities for the ideal candidate include the ability to deal with potential ambiguity, to cut through complexity to identify core issues and to quickly adjust to meet changing priorities while maintaining complex schedules and managing administrative support. This role calls for resourcefulness, good problem-solving skills, attention to detail and excellent communication and organization abilities. Assuring a steady completion of workload in a timely manner is also key to success in this position.

- Bachelor's degree (ideally with a project-based component) or a post-secondary diploma (advanced administrative training or certification preferred)
- Two-plus years of demonstrable project administration experience preferably related to health care and or community development
- Solid understanding of typical project implementation methodology, approach and tasks
- Excellent administrative and organizational skills, with strong attention to detail
- Excellent oral and written communication skills
- Experience with virtual communication platforms such as Zoom and virtual facilitation tools
- High computer literacy with strong working knowledge of standard software, particularly the MS Office suite, Excel, Word, Outlook, Access, and PowerPoint
- Desktop Publishing skills are an advantage including working knowledge of a design program, such as Adobe, Canva, Creative Suite or Microsoft Publisher
- Experience using online e-newsletter programs, such as MailChimp
- Experience with online survey platforms: Checkbox or Fluid Surveys
- Ability to work effectively both independently as well as a member of a team
- Committed to a journey of learning in anti-racism and decolonization
- Limited travel may be required for this position. The successful candidate will have a valid BC driver's license, access to a reliable vehicle and automobile insurance which includes driving for business purposes. Attendance at early morning and evening meetings will be required on occasion.

Please send your cover letter and resume to ccolbert@divisionsbc.ca by August 20th, 2021. **Note that only candidates selected for an interview will be contacted.** No phone calls or emails please.