

Job Title: Program/Project Manager

Position type: Part-time contract employee – 1 year with possibility of extension.

Hours of work: 24 hrs per week. Must have the ability to attend early morning and evening meetings.

Start Date: Negotiable

Location: Campbell River

Remuneration: Commensurate with experience; includes benefit plan.

Background

Divisions of Family Practice <https://www.divisionsbc.ca/> were created through collaboration between the Ministry of Health and the BC Medical Association (now the Association of Doctors of BC) and are community-based groups of family physicians working together to achieve common health care goals, increase local physicians' influence on health care delivery, and provide professional support for physicians.

The Campbell River and District Division of Family Practice represents physicians across multiple settings covering Campbell River, Quadra, Cortes, Sayward and Gold River. The district rests on the traditional territories of the Coast Salish, Nuuchahnulth, and Kwakwaka'wakw first peoples of Vancouver Island and surrounding islands. The Division is a non-profit society managed by a Board of Directors and works collaboratively with Island Health, First Nations Health Authority and other community and provincial partners.

The Division has initiated projects and programs to enhance patient care and improve communications, practices and relationships between family practice, specialist physicians, community-based health and social services sector and allied health providers. Movement towards the Primary Care Network (PCN) of care <http://www.gpsc.bc.ca/what-we-do/system-change/primary-care-networks> is underway and will require support in coordination with the PCN team around ongoing communications, consultation and coordination of various committees, working groups and focus groups addressing practice change and enhancement of team-based care.

The Project/Program Manager will support Division initiatives in line with the organization's strategic plan and report directly to the Executive Director (ED). Staff oversight and project/program budget management will be jointly managed with the ED.

Core Responsibilities - Project/Program Management which includes:

- Planning, implementation, reporting, logistical support and documentation support to the initiatives.

- Developing and managing physician advisory team, working groups and steering committee activities.
- Ensure delivery of each project/program is consistent with agreements, timelines, requirements and goals, and in compliance with Division and project funders policies and processes.
- Inform continuous quality improvement and refinement of each project/program and document quality improvement processes and changes.
- Monitor the projects/programs budget and related expenditures and provide regular financial reports to the Division Executive Director.
- Coordinate the duties and responsibilities of the project/program team to fulfill the project deliverables.
- Keep informed on related initiatives in other communities, through participation in regional and provincial inter-divisional project management communications.

Requirements:

- Minimum of an undergraduate degree in a relevant field. Project management and change management certifications preferred but not required. Three to five years of progressive management experience, preferably in health care and/or the non-profit sector; an appropriate combination of education and experience may be considered.
- Ability to work evenings or early mornings. The majority of the steering/advisory/working meetings will take place out of regular office hours to ensure physician participation.
- Proficiency in the use of Microsoft Word, Excel, Outlook, PowerPoint, and virtual communications platforms.
- Ability to be flexible and responsive to changing priorities and key activities necessary to fulfill the mandate of the non-profit as dictated by physician members and various funders.

Skills and Experience:

- Excellent written and verbal communications skills and a comfort level in dealing with stakeholders across the health, post-secondary and private sectors.
- Proven project and program planning, implementation, management and evaluation skills.
- Financial acumen and the ability to develop and manage budgets.
- Strong research skills and experience with health quality metrics and quality improvement methodologies.
- Experience in community engagement and working with non-profit organizations.
- Strong interpersonal skills, and a proven ability to build lasting, positive, productive, collaborative relationships.

- Ability to work independently and within a team environment, and effectively motivate and problem solve with others.
- Excellent organizational skills with ability to prioritize and manage multiple tasks to meet commitments and deadlines.
- Professional integrity and good judgment to effectively handle sensitive and confidential matters and solve problems or conflict.

Assets:

- Strong commitment to the journey towards Cultural Safety and Cultural Humility.
- Experience in group facilitation, focus groups and survey development.
- While an office space will be provided, a home office option is an asset.

Please send cover letter with resume via email with the subject line *Program Manager* to ccolbert@divisionsbc.ca

Thank you to all interested candidates. **Only those selected for an interview will be contacted.** No phone calls please. It is anticipated that interviews will begin mid June, 2020.