**Project: A GP for Me**

**Contract: Health Promotion Coordinator Contractor**

**Location:**

**Timeframe: 18 months – September 2014 to March 31 2016 (1440 hours)**

**Deadline to Reply:**

**Reply to:**

**Organization Summary:**

The Division of Family Practice is an innovation in health care in BC, designed to support and advocate for family physicians, increase primary health care capacity, and improve patient health outcomes. The EK Division of Family Practice is a non-profit society managed by a Board of Directors. The Division serves members in Creston, Kimberley, Cranbrook, Invermere, Golden and the Elk Valley.

**Contract Deliverables:**

The Health Promotion contractor will work across multiple stakeholders, and closely with Kimberley Family physicians to develop, maintain and link together existing and new wellness and health promotion activities and organizations. Primary populations for this work will be youth and elderly. The contractor will be accountable to the EK Division of Family Practice through the A GP for ME Project Manager and the Primary Care Coordinator.

Activities for this contract will include, but is not limited to:

1. coordinate efforts of multiple organizations and stakeholders in wellness activities and opportunties
2. liaise with physicians, municipal, and community stakeholders
3. research and complete applications for additional funding to support the project and contract
4. Liaise with EK Divisions A GP for Me Project Manager, other EK Divisions senior staff, other EK Divisions Contractors and staff, and EK Divisions physician members involved with the A GP for Me work.
5. Coordinate and facilitate meetings, education, and other priorities as identified
6. Make recommendations for program improvements and greater efficiencies.
7. Provide updates to the Project Manager and Primary Care coordinator
8. Provide written reports as required regarding the contract deliverables described above
9. Provide a final report and a review of the processes and procedures of the Contract after the end of the contract time frame. (By April 30 2016)

**Key Skills, Education and Experience**

* Good working knowledge of wellness issues, primary care models, community health and wellness resources, extended stakeholders
* Good to strong capacity for technology
* Ability to work respectfully amongst many levels of hierarchy and administrations
* Experience as an independent contractor an asset
* Experience in grant and proposal writing an asset
* Very independent work, must be self-motivated and accountable
* Ability to travel, reliable personal vehicle, and valid driver’s license with business use insurance
* Familiar with Kimberley community, established network an asset
* Familiar with various measurement, evaluation and assessment models and methodology an asset
* Familiarity with reporting processes an asset
* Relevant post-secondary degree an asset
* Experience in primary healthcare settings an asset
* Supportive, solutions-based, efficiency-minded attitude with a grassroots and patient centered approach
* Listening and outside-the-box thinking skills valued