



JOB POSTING – EXECUTIVE DIRECTOR

BACKGROUND:

Established in 2010, the Surrey-North Delta Division of Family Practice (SNDFP) is comprised of family physicians from Surrey and North Delta. Member physicians work collaboratively to improve patient access to local primary care and provide continuous professional support. The vision for the SNDFP is that quality of life is improved for patients, physicians and the community at large. The mission of the SNDFP includes:

- to advocate for physician and patient health in our community
- to facilitate member engagement in evaluating and shaping the health care system
- to identify challenges and develop innovative approaches to providing efficient, quality health care

The Surrey/North Delta Division of Family Practice is seeking an Executive Director for the Division. The Executive Director will be the lead staff person for the organization, responsible for developing and maintaining the operations of the Division, and building strong relationships between the Division and local family doctors, the Health Authority and the Ministry of Health Services.

JOB DESCRIPTION:

The Executive Director will be operating the Division on a day-to-day basis. The successful candidate will be responsible for completing all the tasks necessary to keeping the Division a functional organization, including financial and legal requirements for a non-profit organization.

On an ongoing basis, they will support the work of the Board, reporting on the major areas of activity for the Division and assisting in the development of policies and in decision-making. The Executive Director will plan and implement projects including, but not limited to:

- The continuing development of Patient Medical Homes
- Working towards increasing physician awareness and engagement in Division initiatives
- Projects to improve access to care or supports for physicians
- Managing staff
- Collecting, managing and analyzing data to improve service delivery
- Financial reporting to Doctors of BC



Surrey-North Delta Division of Family Practice

A GPSC initiative

The Executive Director will continue to develop, maintain and build on relationships with partners of the Division, including Fraser Health, Ministry of Health and the Hospital's Department of Family Practice. The successful candidate will also continue to build relationships with others interested in supporting family physicians and improving patient health outcomes.

As the lead staff person the Executive Director will be responsible for financial accountability, in some cases by finding, engaging and overseeing the work of other services needed by the Division, as required.

The Executive Director will report to a Board of Directors and will receive support from the Co-Chairs. The Executive Director will be expected to work independently, be a force for innovation and to represent the interests of the Division in all interactions. The Executive Director will be required to attend meetings on some evenings and weekends.

REQUIREMENT/QUALIFICATIONS:

- Experience working with family physicians
- Financial acumen and ability to oversee a bookkeeper
- Experience working with non-profit organizations
- An understanding of the health care system and experience in primary care delivery
- Interpersonal and business communication skills
- Office management skills including ability to use word processing, spreadsheet creation and use, e-mail, Power point and presentation skills
- Management experience and proven ability to plan, supervise and coordinate the work of others
- Ability to plan, implement and evaluate programs
- An awareness of the importance of data in improving health services
- Data collection, analysis, management and presentation skills and an understanding of the requirements of the Division under the Personal Information Protection Act
- Familiarity with contract development and management

This position will be a full time 40 hours per week. The successful candidate will have a valid driver's license and access to a car.

Deadline for Submissions: April 14, 2019

**Please send proposals in PDF format to: sndhiringcommittee@gmail.com.
Please put "Executive Director" in the subject line**