



Job title: Primary Care Network Project Manager – Prince Rupert

Status: Contract - 3 months with the possibility of extension

Report to: Prince Rupert Family Physician PCN Lead and Executive Director, Pacific Northwest Division of Family Practice

Start date: as soon as possible

JOB SUMMARY

The Project Lead will complete a Primary Care Network operational proposal including coordinating resources, facilitating strategic planning, setting deadlines, monitoring, summarizing and communicating the progress of the project.

KEY RESPONSIBILITIES & DUTIES

Planning

Develops a PCN operational plan to support Prince Rupert working with local GPs and community partners as well as the Executive Director.

Day to Day Management

Manages the delivery of project outcomes and responsible for projects' progress.

Facilitates project committees.

Works closely with project champions, specialists, GPs, MOAs, Division and staff, key stakeholders and health authorities.

Supports the work of local physicians leading the development of excellent primary care supports for Prince Rupert patients.

Communication

Facilitates steering, advisory and working group committee meetings.

Keeps project committees, specialists and GP's, Division, health authority and project sponsor informed about the progress of each project as required.

Facilitates development of physician engagement strategies.

Works collaboratively with other prototype PCN sites.

Develops and builds on relationships with partners.

Implements and manages project changes to achieve project outcomes as required.

QUALIFICATIONS

Preferred Education, Training and Experience



Pacific Northwest
Division of Family Practice
A CFPAC Initiative

Degree in health care or related discipline such as organizational development or leadership or a combination of education and experience.

Recent, related experience in project coordination, community engagement, and/or primary care.

Ability to communicate effectively, both verbally and in writing.

Proven ability to use Microsoft Office Suite of tools for collection and presentation of information e.g. Word, PowerPoint, and Excel.

Ability to work independently and in cooperation with others.

Proven ability to plan, coordinate, lead and inspire positive change.

Strong group facilitation and relationship building skills.

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