



## WEST COAST GENERAL HOSPITAL MSA PORT ALBERNI

### **Job Posting: Project Manager, Facility Engagement**

**Reports To:** Board of Directors, West Coast General Hospital MSA – Port Alberni

**Duration:** 6 Month Contract Position with Option to Renew

### **Overview**

The Project Manager provides project support to the Board of Directors, West Coast General Hospital (WCGH) Medical Staff Association (MSA). The Project Manager supports the incorporation process, budgeting, proposal preparation, and accountability reports to stakeholders. This is done with a focus on improving collaboration and quality improvement with Health Authorities, consistent with the goals of the Facility Engagement Initiative. More information on the Facility Engagement Initiative, the Memorandum of Understanding: Regional and Local Engagement can be found [here](#).

### **Key Responsibilities and Duties**

At the direction of the Board of Directors, the Project Manager:

- Supports the development and implementation of structures, processes and programs that support the WCGH MSA to prepare to meet their funding criteria as per the Memorandum of Understanding: Regional and Local Engagement.
- Assists with the preparation and implementation of governance, operational structures and processes in alignment with the provincial Facility Engagement Initiative, as appropriate.
- Provides direct support to the WCGH MSA in developing effective engagement processes and lines of communication among the medical staff of West Coast General Hospital.
- Coordinates and schedules meetings of the WCGH MSA, and meetings between the WCGH MSA (or its representatives) and the Health Authority.
- Provides administrative and corporate governance support for meetings of the Association and meetings of directors, including preparation of meeting packages, agendas, briefing and discussion documents, minute-taking for meetings, and arrangements for meeting logistics (food order/room bookings).
- Coordinates submitted projects/initiatives; analyzes data; prepares and analyzes activity budgets, researches and advises on complex issues.
- Tracks and prepares reports on the major areas of activity and project progress relating to physician engagement.



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- Maintains of records for financial reporting analysis, as required.
- Facilitates the administration of contracts and agreements with local structures and other resources as required.
- Attends WCGH MSA meetings, meetings with Health Authority Representatives, and WCGH Medical Staff events.
- Communications with and among the WCGH MSA members, directors and others, as required to follow up on action items and develop strategies to address issues;
- Liaises with the WCGH MSA Facility Engagement Lead on matters related to the operations, projects and programs of the WCGH MSA, as appropriate.
- Hours of work: 5-7 per week (subject to change)

### Skills & Qualifications

- A Master's or Bachelor's degree in disciplines such as health administration, health policy, and/or community development.
- At least 5 to 10 years' experience or an equivalent combination of relevant education and experience.
- Strong knowledge of health regions and acute-based health care services. Experience working with physicians and health authorities preferred.
- Demonstrated leadership skills with experience in leading complex change.
- A solid track record in stakeholder engagement and experience working with multiple stakeholders and groups.
- Experience with quality improvement and evaluation.
- Diplomatic problem-solving and conflict-resolution skills.
- Exceptional organizational, delegation, presentation, communication, facilitation, and relationship-building skills.
- Project and budget management experience.
- Ability to handle multiple projects, meet tight deadlines and work independently, as well as in a team environment.
- Excellent computer skills (i.e. Word, Excel, Outlook, and PowerPoint).
- Must be willing and able to travel: valid driver's license required, and access to a car preferred. Evening meetings and/or overnight stays will likely be required.

An SSC Initiative



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### Competencies

- **Project Management**
  - Sound analytical, problem solving, and project coordination skills.
- **Collaborative Leadership**
  - Promotes and generates cooperation to achieve a collective outcome; fosters the development of a common vision and fully participates in creating a unified leadership team that gets results.
- **Conflict Management**
  - Brings substantial conflicts and disagreements into the open and attempts to manage them collaboratively to build consensus.
- **Team Leadership**
  - Willingly cooperates and works collaboratively toward solutions that generally benefit all involved parties; works cooperatively with others to accomplish organizational objectives.
- **Drive for Results**
  - Demonstrates concern for achieving or surpassing results against an internal or external standard of excellence. Shows a passion for improving the delivery of services with a commitment to continuous improvement.
- **Strategic Perspective**
  - Develops and communicates a compelling and credible vision of the future for members of the medical staff. Focuses on the long term success of the organization as a community. Shares the vision, values and organization plan with all stakeholders; and integrates and represents fairly the needs and desires of all stakeholders.
- **Building Strategic Alliances**
  - Has knowledge and skills to engage internal and external stakeholder analysis and to negotiate agreements and alliances based on full understanding of politics.

### To Apply

Interested candidates can email their resume and cover letter to [jlongo@doctorsofbc.ca](mailto:jlongo@doctorsofbc.ca) .

We thank all applicants; however, only those selected for an interview will be notified.