



RECRUITMENT & RETENTION PROJECT MANAGER November 2024 Job Posting

Recruitment Strategies + Lead Generation + Supporting Onboarding+Succession Planning + Offboarding

COULD THIS BE YOU?

The Recruitment & Retention Project Manager is a core member of our effective, highly dynamic, and creative team. We are looking for a fabulous teammate who is excited to help us recruit Family Physicians and Nurse Practitioners to the beautiful Kootenay Boundary. We are looking for someone who has a natural ability to establish rapport with health care professionals and their family members.

In this work you will need to be able to problem solve in complex environments with emergent information, navigate bureaucratic obstacles, undertake project and change management, lead a team, connect and build relationships with partners, bring a coach/empowerment approach, as well as manage logistics, prioritize competing demands and most importantly, be pragmatic with a sense of humour!

We have a [unique culture](#) and seek to attract people who want to contribute to our [purpose driven mandate](#).

The Recruitment & Retention Project Manager will report to the Executive Director, and work directly with the Physician Lead and Advisory Committee responsible for Recruitment initiatives.

Interested? Please read on...

BACKGROUND INFORMATION

The Kootenay Boundary Division of Family Practice is hub of local innovation in health care, and part of a province-wide initiative designed to strengthen primary health care in BC. Operating as a Community Service Cooperative whose membership consists of all of the Family Doctors and NPs in KB, the Division increases primary health care capacity and improves patient and population outcomes by developing and implementing programs and services that positively impact Family Practitioners and their patients. It encompasses the communities of Castlegar, Christina Lake, Crawford Bay, Fruitvale, Grand Forks, Kaslo, Midway, Nakusp, Nelson, New Denver, Rock Creek, Rossland, Salmo and Trail, and the rural areas between them.

KEY RESPONSIBILITIES AND DUTIES

Physician Recruitment and Support

- Directly support clinics with physician recruitment, including process orientation, listings, recruitment plans, best practices coaching, and clinic tours.
- Assist physicians seeking positions in Kootenay Boundary with needs assessments, opportunity overviews, and integration support.
- Generate leads through resident/locum engagement and social media campaigns.
- Stay informed on BC payment models, contracts, and physician remuneration.

Team Leadership

- Lead the recruitment and retention team, including setting team direction and agendas and coaching and coordinating the Member Services Liaison and Community Ambassador.
- Support additional recruitment services (e.g., housing, daycare, transportation) with the team.
- Coordinate retention efforts with the Community Ambassador and member onboarding services with the Member Services Liaison as part of ongoing recruitment support.

Strategy and Budget Management

- Develop and implement the Division's physician recruitment and retention strategy.
- Facilitate the Recruitment and Retention Advisory Committee to address clinic needs and guide overall recruitment strategy and actions.
- Manage the recruitment budget in collaboration with leadership and advisory teams.
- Identify barriers to recruitment and advocate for change with key partners and stakeholders.

Collaborative Partnerships

- Represent the Division on regional committees and collaborate with partners like Interior Health, UBC, Health Match BC, and local clinics.
- Support the placement of IMGs and PRAs, including interviews and integration efforts.
- Liaise with the regional UBC Residency and Medical Students program.
- Build relationships with local healthcare providers, recruiters, and community groups as well as external partners to strengthen recruitment efforts and raise the profile of Kootenay Boundary.

Internal Collaboration

- Work with the Primary Care Network Manager on nurse practitioner recruitment.
- Collaborate with the communications team on recruitment strategies, including social media campaigns.
- Collaborate with Division teams (finance, evaluation, shared services) and the Executive Director and Board for seamless execution, evaluation and planning of tasks.
- Participate in Division team meetings and events to support organizational goals.
- Deliver, model, and mentor in a wide range of change management skills and abilities.
- Engage in continuous improvements of efficient processes, communication flows etc, so "no balls are dropped".

PREFERRED SKILLS AND ABILITIES

Interpersonal and Communication Skills

- Excellent interpersonal and teamwork skills.
- Superior written and verbal communication abilities and independent problem-solving and

decision-making capabilities.

- Understanding of the needs of, and natural ability to establish rapport with health care professionals, especially family physicians/nurse practitioners and their family members.
- Able to lead and navigate sensitive negotiations and competing interests.
- Facilitation and meeting design experience.
- Ability to apply standard coaching principles to support clients and clinics.

Project and Time Management Skills

- Highly self-directed, independent, and able to collaborate and work as part of a self-managed team.
- Exceptional project management skills and an unrivaled reputation for “getting stuff done.”
- Ability to multi-task and demonstrate flexibility and adaptability for changing needs/priorities.
- Strong prioritization and triage skills within a climate of continuous emergent issues and needs.
- Attention to detail, ability to manage logistics, and highly organized.

Critical Thinking and Problem-Solving Skills

- Ability to think critically, conceptualize issues, and systematically address them.
- Ability to independently solve problems and make decisions within the scope of the position.

Sector-Specific Knowledge and Experience

- Knowledge and understanding of primary care settings, the health care system, and the complexity & challenges of the environment.
- CRM database experience.
- Ability to use the Google Suite of services.

Physical and Practical Requirements

- Willingness to work evenings and weekends on occasion.
- Physical ability to perform the duties of the position.
- A class 5 BC Driver’s License, access to a reliable car, and willingness to drive in all seasons and weather conditions.

QUALIFICATIONS

- A Bachelor’s or Master’s degree in Health or Business Administration, Leadership, or equivalent combination of education and experience.
- Previous experience in the health care field would be an asset
- A minimum of three (3) years of related experience in project and/or program management.
- A background in recruitment, business development or similar marketing-type services would be desirable.

WORK TERMS, HOURS & COMPENSATION

This is an evolving contract with a need for some flexibility as demands of the role fluctuate from week to week, and will include some evening and early morning engagements. However, these fluctuations will be to some extent within the control of the PM, allowing other work or responsibilities to be integrated with the position.

Candidates may reside anywhere within Kootenay Boundary, and must have a reliable vehicle and be willing to travel in all seasons and in the evening for clinic visits and other activities.

We estimate work to average about 17 hours per week , under a twelve month contract with an option to renew. Additional hours may be negotiated as work progresses. Contract Rate will be commensurate with qualifications & experience, fee range \$55 - 65 / hour.

SELECTION PROCESS

Selection of a Contractor will be a seven step process:

Step	Activity	Deadline
1	Qualifications information accepted. (CV, Cover Letter, etc.)	Jan 5
2	Shortlist determined, contacted via email, and provided with further documentation and an assignment.	Jan 7
3	Interviews, if required.	week of Jan 13
4	Individuals on the shortlist may be asked to submit a 1-2 page briefing responding to the assignment, and contact information for three references.	week of Jan 13
5	Contractor selection completed.	week of Jan 20
6	Position orientation/engagement.	ASAP
7	Unsuccessful participants who complete an assignment will be given a gift certificate to a KB restaurant or bookstore of their choice, as a token of our appreciation for participation in this process.	week of Jan 20

For more information, please contact Jen Ellis, ED, at jellis@kbdivision.ca

Please submit qualifications by 4:00 PM, **JANUARY 5, 2024** to careers@kbdivision.ca.

We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.

Notwithstanding the dates above, the position will remain posted until filled. Presence of this Position Description on our website indicates the position remains open.