

**PCN Project Manager and Clinic Liaison**  
February 2026 Job Posting

**COULD THIS BE YOU?**

*We are looking for a fabulous teammate who is excited to support a transition period for Revelstoke Family Physicians (FPs) as they navigate integration into the Kootenay Boundary Division of Family Practice and advancing a Primary Care Network proposal through to fund disbursement. Several professional activities, such as supporting Continuing Professional Development (CPD), Member and Member/Community meeting coordination and facilitation, Secondary School Clinic scheduling and the Primary Care Network are currently in progress and require local support. A core function of this role is to act as a liaison between Revelstoke FPs and the Kootenay Boundary Division of Family Practice, supporting their recent integration as members. This is an ongoing contract, with the possibility of employment, at 24 hours per week.*

*The PCN Project Manager and Clinic Liaison for the community of Revelstoke is a member of our effective, dynamic, and creative team. We have a [unique culture](#) and attract people who want to contribute to our [purpose driven mandate](#).*

*Interested? Click the links above, & 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. 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.

Operating as a Community Service Cooperative whose membership consists of all of the Family Doctors and NPs in KB, we work closely with a wide range of system stakeholders, including Specialist Physicians, hospital-based Physician organizations, the Interior Health Authority, and many Community partners. It serves the communities of Castlegar, Christina Lake, Crawford Bay, Fruitvale, Grand Forks, Midway, Greenwood, Rock Creek, Nakusp, Nelson, New Denver, Kaslo, Rossland, Revelstoke, Salmo and Trail, and the rural areas between.

## KEY RESPONSIBILITIES AND DUTIES

The Revelstoke Primary Care Community Liaison supports the organizational, planning and coordination needs of the Revelstoke family physicians, including but not limited local projects and initiatives, launching the Primary Care network, and integration into the Kootenay Boundary Division of Family Practice:

- Leads implementation of the Revelstoke Primary Care Network, working in dyad with Interior Health to deliver the Service Plan, meet Ministry deliverables, manage the PCN budget, and oversee performance measurement, evaluation, and reporting.
- Enables PCN governance and system alignment across multiple partners, engaging providers, Indigenous and community partners, and health-system leaders while supporting informed, consensus-based decision-making.
- Advances team-based care and system change to achieve the PCN core attributes, supporting clinic implementation, PCN staffing, cross-organizational relationships, and clear communications that build trust and continuous improvement.
- Organizes meetings of the Revelstoke FPs to discuss issues important in their community and learn about Kootenay Boundary Division activities;
- Liaises with the Kootenay Boundary Division of Family Practice staff and Board;
- Supports Revelstoke Family Physicians and the Kootenay Boundary Division of Family Practice with tasks that require local supports such as scheduling for a school clinic, liaising with the Health Connect Registry coordinator, and doing logistics for local CPD events.

## KEY COMPETENCIES

### Healthcare Expertise

- Strong understanding of the healthcare domain, specifically Primary Care, including knowledge of current trends, challenges, and opportunities.
- Understanding of and ability to operate within Physician and Health Care Provider culture.

### Relationship Building and Networking

- Exceptional interpersonal and networking skills, with the ability to build relationships with and lead collaboration between project partners, including healthcare providers, community organizations, government agencies, Aboriginal partners and funders.
- Experience using the IAP2 spectrum to guide and ensure appropriate levels of participation and engagement in decision-making processes, fostering transparency and accountability.
- Ability to support relationship-based work with Indigenous partners and community organizations, recognizing the importance of trust-building, shared understanding, and culturally safe approaches in the design and delivery of primary care services.

### Governance Table Support

- Experience in reporting to and securing support from governance tables, such as multi-partner Steering Committees, implementing effective governance practices, and supporting governance-level functions.

### Operational Excellence

- Ability to establish and monitor program metrics and outcomes, ensuring continuous improvement and impact assessment.
- Proficiency in conflict resolution techniques and delivering constructive feedback, ensuring effective communication and learning.
- Ability to take initiative, multitask and demonstrate flexibility and adaptability for changing needs/priorities. Strong prioritization and triage skills.
- Ability to work on own with minimal supervision, independently solve problems and make decisions within the scope of the position.

### Team Building and Development

- Demonstrated ability to lead, inspire, and develop a high-performing team in alignment with the KB Division's [TEAL](#) framework.
- Commitment to fostering a collaborative and inclusive work culture, valuing diversity and promoting a positive and supportive environment.
- Strong coaching and mentoring skills to empower team members and build their capabilities.

### Ethics and Integrity

- High ethical standards and commitment to transparency, accountability, and maintaining confidentiality.
- Ability to make difficult decisions with fairness and integrity.

## PREFERRED EDUCATION, TRAINING AND EXPERIENCE

- A Bachelor's or Master's degree in Health or Business Administration, Leadership, or equivalent combination of education and experience.
- A minimum of five (5) years of related experience in organizational or program leadership.
- Ability to use the Google Suite of services. Tech savvy.
- A class 5 BC Driver's License and access to a reliable vehicle suitable for winter driving.
- Must be based geographically located in Revelstoke and Area.

## 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 contractor, allowing other work or responsibilities to be integrated with the position. Candidates must reside in the Revelstoke area. There may be occasions when in person meetings in Revelstoke, and in other communities to the south within Kootenay Boundary (Nelson, Castlegar, Trail) are required and

therefore reliable transportation and willingness to travel in all seasons and in the evening is required.

We estimate work to initially average 24 hours per week ongoing, but will sometimes be variable across weeks. Additional hours may be negotiated as work progresses and during the beginning stages of PCN implementation. It is possible that this role could expand in the future. Contract Rate will be commensurate with qualifications & experience, fee range \$65-75 range/hour.

### DIVERSITY, EQUITY & INCLUSION

We encourage individuals from diverse backgrounds, recognizing that inclusivity fosters innovation and systems change. We actively invite applications from underrepresented communities and are committed to an ongoing journey of growth and education in our Diversity, Equity, and Inclusion endeavors.

### SELECTION PROCESS

Selection of a Contractor will follow the process below:

Step	Activity	Deadline
1	Qualifications information accepted. (CV, Cover Letter, etc.)	March 23
2	Shortlist determined, contacted via email, and (if applicable) provided with further documentation and an assignment.	March 25-26
3	Interviews, if required.	April 1, 10
4	Coffee 'dates', and (if applicable) a short assignment, if required	Wk of April 13
5	Candidate selection completed	April April 17
6	Position orientation/engagement	ASAP
	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.	

For more information, please contact Andrew Earnshaw, ED, at [aearnshaw@kbdivision.ca](mailto:aearnshaw@kbdivision.ca)

Please submit qualifications by noon, **March 23, 2026** to [careers@kbdivision.ca](mailto: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.