

## DIVERSITY, EQUITY, INCLUSION PROJECT MANAGER

Short Term Contract

OCTOBER 2024 Job Posting

### COULD THIS BE YOU?

The Kootenay Boundary Shared Care team is seeking a project manager (PM) who can implement Diversity, Equity and Inclusion (DEI) initiatives for a six-month to two-year project contract. This role would ideally integrate your lived experience along with your extensive project management skills and your previous years leading or facilitating DEI work.

### BACKGROUND INFORMATION

Shared Care initiatives facilitate engagement between physicians to foster mutual trust, respect and knowledge of each physician's expertise, skills, and responsibilities, all of which are integral to effective collaboration and collegial relationships. Over time, Shared Care work helps to build a collaborative infrastructure to support sustainable improvements for a coordinated health care system in BC.

Our local Shared Care team operates under the umbrella of The Kootenay Boundary Division of Family Practice (The Division) which is hub of local innovation in health care, and part of a province-wide initiative designed to strengthen primary health care in BC. As a part of The Division and Shared Care team, the PM will also have access to our Administrative Coordinator, Quality Improvement Evaluator, Team Lead and internal DEI Consultant. The PM will report to The Division's Executive Director.

This Shared Care project is currently funded for approximately a six month term, with the expectation that the PM would work with the project steering committee during that term to develop a more fulsome project proposal to fund an additional 18-24 months of DEI communication and engagement work with physicians, patients, etc.

### WHAT WE NEED

The overarching goal of the project is to improve DEI in healthcare within the Kootenay Boundary region. We believe this is achieved by enhancing communication and interactions between physicians and patients, as well as among physicians themselves. The project aims to accomplish this by gathering diverse perspectives on current practices, identifying systemic barriers, and promoting reflective practice among physicians to address biases, improve cultural competence, and ultimately create a more inclusive healthcare environment.

The ideal candidate for this PM role would have the ability to manage the project within the timeframes and budget designated within the Shared Care proposal, and also have the ability to

lead and facilitate the DEI work as outlined in the proposal and through the lens of their lived experience. However, as the project is developed further, it is possible that the project steering committee may advise bringing in other people to do the DEI facilitation and consultation work.

## AREAS OF FOCUS

The PM is responsible for organizing and collaborating with a team of people who can help move the project objectives from proposed concepts to reality. The project objectives focus on the following areas:

- Collaborative Discussions, Mapping and Analysis: Organizing a series of meetings with family physicians, specialists, patients, healthcare administrators, community organizations, Indigenous groups, and other cultural organizations to gather feedback on current practices, systemic barriers, areas of influence, and specific needs related to DEI in healthcare.
- Evaluate Existing Practices: Reviewing current DEI practices and communication protocols within the healthcare system. Participants will collaborate on designing strategies and interventions, ensuring the larger project reflects diverse perspectives and meets physician and community needs.
- Synthesize Insights and Develop a Proposal: Integrating the feedback and analysis from discussions and evaluations to create a proposal for the larger project. This proposal will outline the key objectives, strategies, and actions needed to address identified gaps and enhance DEI practices in healthcare, serving as a foundation for the subsequent phases of the project.

## PREFERRED SKILLS AND ABILITIES

- GREAT communicator - written and verbal
- Interpersonal skills
- Presentation skills
- Collaborating & co-creation skills
- Courage, ability to challenge with care
- Perseverance
- Change management
- Flexibility and adaptability
- Enthusiasm for both DEI and PM work
- Can mobilize and organize others
- Relationship builder
- Organized and proactive planner

## PREFERRED EDUCATION, TRAINING AND EXPERIENCE

- Lived experience as a member of a historically marginalized/underrepresented group such as: gender identity/expression, race, ethnicity, (dis)ability, Indigenous identity, or sexual orientation
- Minimum three years of experience and/or education in DEI training and group facilitation
- Minimum three years of experience as a PM of similar projects

- Experience working with large organizations
- Knowledge and understanding of primary care settings, the health care system and the complexity of healthcare environments would be an asset

## 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 may occasionally include some evening and early morning engagements. However, these fluctuations will, to some extent, be within the control of the PM, allowing other work or responsibilities to be integrated with the position. Candidates must reside anywhere within Kootenay Boundary. In-person meetings may at times be required and reliable transportation and willingness to travel in all seasons and in the evenings is necessary.

### Budget and Timeframe:

- Duration: 6 - 24 months
- Compensation: \$60 - \$70 per hour, commensurate with qualifications and experience
- Commitment: 5-10 hours per week average
- This is a contract position designated for this specific DEI project, but the position may have potential for continued engagement as other Shared Care projects arise.

## 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 PM Contractor will follow the process below:

Step	Activity	Deadline
1	Qualifications information accepted. (CV, Cover Letter, etc.)	Nov. 11, 2024
2	Shortlist determined, contacted via email.	Nov. 13
3	Interviews/A discovery conversations Interview questions are sent out 24 hours in advance to candidates. We also welcome your questions in advance.	Week of Nov. 18
4	Candidates may be asked to provide a 1-2 page overview of their approach to the work in response to an example scenario we provide. We offer gift cards for the work performed at this stage of the interview process for unsuccessful candidates as a token of our appreciation for participation in this process.	Nov. 25-29
5	Further documentation is exchanged, references provided, and/or coffee 'dates' (if required)	Dec. 2-5
6	Candidate selection completed and communicated	Dec. 6, 2024
7	Position orientation/engagement	Dec. 9, 2024

For more information, please contact Steve Anderson, Project Manager, at [sanderson@kbdivision.ca](mailto:sanderson@kbdivision.ca)

Please submit qualifications by **November 11, 2024** 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.