

Primary Care Network (PCN) Communications Coordinator

Background

The Primary Care Network (PCN) is a provincial initiative that is looking to redesign and transform primary care. A PCN is a clinical network of local primary care service providers located in a geographical area, with patient medical homes (PMHs) as the foundation. A PCN is enabled by a partnership between the local division of family practice and health authority, along with local First Nations and Indigenous partners.

In a PCN, physicians, nurse practitioners, nurses, allied health care providers, health authority service providers, and community organizations work together to provide all the primary care services a local population requires. Langley has been funded to develop three PCNs and has begun to implement this program of work. The Langley Division of Family Practice is responsible for the overall operations of the PCN which is governed by the PCN Steering Committee, a table of the listed partners.

The Langley Division of Family Practice (LDFP) is a non-profit society whose members encompass family physicians, post grad medical residents, and nurse practitioners in the City of Langley and Langley Township. The Division is governed by a Board of Directors and is managed by the Executive Director (ED). Its members work to improve patient access to local primary care, increase local physicians' influence on health care delivery and policy, and provide professional support for physicians.

The LDFP conducts business on the unceded and traditional shared territories of the Kwantlen, Matsqui and Katzie First Nations.

Position Overview

This is a Fulltime Permanent (1.0 FTE) Position with a flexible schedule, including mainly in-person with some remote work with the expectation to work some evenings. This position reports to the PCN Operations & Governance Manager and Executive Director.

This position start date is December 11th (flexible)

Primary Duties and Responsibilities

- Develops and implements Langley PCN brand strategy in line with Ministry of Health guidelines.
- Develops and implements a measurable communications strategy for all PCN stakeholders.
- Implements and manages Patient Engagement Strategy including surveys, events, PCN committee participation, and training.
- Manages and facilitates PCN related Think Tanks in partnership with PCN team members.
- Develops and implements internal and public facing communication materials for all division activities including but not limited to newsletters, social media posts and articles.
- Develop and maintain up-to-date information on all Division Websites.
- Develops PCN communication templates.
- As part of the operations team, helps to develop and implement community Health Fairs

Qualifications

Education and Experience:

- Post-secondary education in communications, marketing, public relations, or related field, plus a minimum of five (5) years of relevant working experience.
- Five years' experience in community engagement, community health programs, and/or program development including group facilitation and workshops.
- Demonstrated experience developing brand stories, key messaging, and building communications and engagement strategies and plans.
- Experience with event planning, management, and related activities.
- International Assoc. for Public Participation (IAP2) Training considered an asset.

Competencies:

- Ability to create and deliver communication plans and strategies.
- Ability to write and edit communications for web, print, and social media.
- Ability to set priorities effectively and problem solve, including early identification of risks.
- Has a collaborative team style with strong interpersonal communication, relationship building, and problem-solving skills.
- Excellent organizational skills and ability to prioritize and manage multiple tasks to meet deadlines with high quality output.
- Ability to engage diverse stakeholders and partners.
- Ability to facilitate in-person and online engagement sessions.
- Knowledge of the BC healthcare system and experience working in a primary healthcare setting or experience working with physicians and/or allied health care providers is an asset.
- Cultural awareness and competency.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams) and Zoom is required.
- Available to attend early morning and evening meetings when needed.

Compensation and Benefits:

- Compensation: \$70,000 – 75,000/yr plus benefits as per listed below
- Extended Health and Dental employee coverage (after 3-months)
- RRSP 3% matching program (after 3-months)
- 3 weeks' vacation
- Time off in Lieu is negotiable
- Ergonomic working environment (Standing desks, ergonomic chair, etc.)
- Access to shopping discount service

Application

Please submit cover letter and resume to Cole Bailie at hr@ldfp.org. This job posting will close when a candidate is hired. Thank you to all interested candidates for applying, only those selected for an interview will be contacted.

The Langley Division of Family Practice is committed to be an inclusive workforce that fully reflects and represents the many different cultures, backgrounds, and viewpoints. Equity, diversity, and inclusion are part of the core values of LDFP, and our objective is to provide a welcoming environment for all people.