

## **Physician Recruitment Coordinator**

### **Coastal Divisions of Family Practice**

#### **Division Summary:**

Divisions of Family Practice are local non-profit societies governed and comprised of family physicians. Divisions are part of a province-wide initiative funded by the Ministry of Health and designed to improve patient care, increase family physician influence on health care delivery and design, and enhance the professional satisfaction for physicians.

#### **Role Summary:**

Reporting to the Primary Care Network Manager or delegate at the North Shore Division of Family Practice, the Physician Recruitment Coordinator is responsible for centrally coordinating family physician recruitment activities of the North Shore Division of Family Practice, Sea to Sky Division of Family Practice, and Sunshine Coast Division of Family Practice. The coordinator provides guidance, leadership, logistics support, and administration of recruitment and placement activities for new to practice and experienced physicians, locums, and international medical graduates. The goal of the recruitment program is to increase the number of physicians providing full-service family practice in Coastal communities.

#### **Primary Duties and Responsibilities:**

- Supports the creation of a Coastal family physician recruitment strategy, covering the communities of North and West Vancouver, Bowen Island, Sunshine Coast, Squamish, and Whistler, and functions as the central contact for marketing and communication purposes.
- Communicates, liaises, and engages with a broad range of internal and external stakeholders to promote Coastal recruitment activities, including Division members and staff, Health Match BC, VCH, UBC, Residency Programs, medical clinic personnel, etc.
- Prepares recruitment marketing, communication, and promotional materials (reports, guides, pamphlets, website, templates, resources, etc.).
- Together with physicians, represents the Coastal Divisions at medical conferences and recruitment events; books conferences, organizes booths, prepares exhibitor promotional material, tracks booth attendance, and follows up on potential candidates post conference.
- Coordinates the scheduling, prepares meeting material, and follows up on action items for the Coastal Physician Recruitment Committee, and other committees as required.
- Follows up on all referrals from Health Match BC and liaises with Division representatives to assist with the placement of family physicians in Coastal communities.
- Tracks family physician placement opportunities and coordinates the administration of physician job postings, including locums, across various platforms.
- Assists locums seeking work to connect with medical clinics seeking coverage.
- Applies for IMG ROS, PRABC, and UBC Graduation Programs for Coastal placements; coordinates the scheduling of clinic interviews and participates in clinic matching.

- In collaboration with physicians, prepares and delivers presentations to family medicine residents.
- Works In collaboration with practice management and patient attachment teams to support patient attachment and physician retention and retirement strategies.
- Works with Division staff and physicians to support the development of Patient Medical Homes and Primary Care Networks
- Tracks program metrics, collects data, conducts surveys, and provides regular activity and outcome reports to the Coastal Divisions.
- Other ad hoc duties as required.

### **Qualifications:**

- University degree in a relevant discipline and minimum three years experience coordinating recruitment activities; an equivalent combination of education and experience may be considered. Previous experience working with physicians an asset.

### **Skills & Abilities:**

- Exceptionally strong interpersonal and relationship building skills, with an outgoing and friendly disposition to attract potential recruits.
- Demonstrates professional behavior and integrity to maintain organizational credibility and to develop trust with physicians.
- Excellent oral and written communication skills, and ability to communicate with physicians and stakeholders in a clear and compelling manner.
- Requires a high degree of initiative, creativity, resourcefulness, flexibility, and adaptability to meet the program goals.
- Strong organizational skills with attention to detail, accuracy, and thoroughness.
- Works effectively under time pressure to meet deadlines, balance work priorities, and resolve issues in a timely manner.
- Ability to interpret policy and regulations, and to work independently with limited structure and supervision.
- High proficiency in Word, Excel, Outlook, and PowerPoint.
- Working knowledge of primary care and the BC health care system an asset.

### **Working Conditions:**

- One-year temporary full-time role with the possibility of renewal after one year.
- Monday 9 – 5, with the ability to accommodate some evening and early morning meetings and events.
- Office-based in North Vancouver, with some limited day travel in the Coastal area of Sunshine Coast and Sea to Sky, as well as conferences in Vancouver.
- Possible need to travel to out of province for multi-day conferences 1-2 times per year.
- BC Drivers Licence and access to vehicle required.

Qualified applicants please submit resume with **cover letter**. We appreciate all applicants, but only short-listed candidates will be contacted. **Applications received without a cover letter will not be short-listed.**