



WE ARE HIRING

SOUTH PEACE PRIMARY CARE NETWORK COORDINATOR

In British Columbia's beautiful South Peace Region a strong collaborative partnership approach has led to the co-creation of the South Peace Primary Care Network (PCN). Anchored by a locally Co-Chaired Primary Care Network Steering Committee that is dedicated to providing quality team based primary care to patients and families, the South Peace is seeking a Primary Care Network Coordinator.

POSITION: Primary Care Network Coordinator

LOCATION: South Peace (Chetwynd, and Tumbler Ridge), Hybrid/Remote

REPORTS TO: South Peace PCN Manager

EMPLOYED BY: South Peace Division of Family Practice

Salary Range: \$ 62,500.00

POSITION SUMMARY:

Reporting to the PCN Manager or delegate, the coordinator collaborates with the PCN team to implement projects, provide administrative and logistical support, increase physician engagement, and facilitate communication between stakeholders to the Primary Care Networks within the South Peace Region. The role works with physicians, health authorities, First Nation communities, and other stakeholders to increase access to quality primary care in the South Peace.

The Coordinator works with the South Peace Division of Family Practice, Northern Health Authority staff, Patient Medical Homes (PMHs) primary care providers (Family Physicians and Nurse Practitioners), local Indigenous communities and Nations, First Nations Health Authority, the Regional Health Authority, and community agencies/organizations in development of the PCN.

RESPONSIBILITIES:

- Provides support to program leaders on projects and initiatives in the Primary Care Network portfolio.
- Supports the development and implementation of project work plans, coordinates project activities, and identifies strengths and gaps related to the implementation of PCN's.
- Supports member and stakeholder engagement activities; builds and strengthens relationships between the Division and its members (physicians), project partners, and other internal/external stakeholders.
- Organizes and facilitates meetings; works with stakeholders on agenda setting, prepares and distributes meeting material, identifies, tracks, and follows up on action items.
- Provides reports on PCN implementation activities and outcomes, and communicates progress to PCN project teams, senior leaders, Division members, and/or funding partners.
- Develops resources for members and the public, including manuals, communication briefs, emails, and website updates.
- Collaborates with evaluators to implement evaluation and quality improvement initiatives; collects, analyzes, and reports on data, and conducts general research as required.
- Collaborates with colleagues to streamline and optimize operational processes and procedures.
- Skilled in navigating diverse personalities and social dynamics, with the ability to adapt communication styles to align with emotional states or cultural contexts. Demonstrates a strong understanding of team and committee dynamics, fostering effective collaboration and maintaining a cohesive environment.
- Proficient in Microsoft 365, Canva, social media management, and familiar with project management tools and communication platforms such as Zoom.
- Dedicated to continuous cultural understanding and committed to lifelong learning.

QUALIFICATIONS:

- At least three years of administrative experience, particularly in roles involving project coordination or supporting collaborative initiatives, is required. Candidates should have the ability to work both independently and collaboratively, maintain confidentiality, and reliably perform the duties of the role. This position requires residency in the South Peace Region and the ability to travel throughout the area. Formal education, such as a university degree in a relevant field, is welcomed but not mandatory—equivalent experience, transferable skills, and lived expertise are equally valued. Experience partnering with diverse stakeholders, including physicians or other professionals, is an asset but not essential.

SKILLS & ABILITIES

- Demonstrates knowledge of BC healthcare systems to develop strategies and achieve project goals. Uses initiative, critical thinking, and problem-solving to implement plans and ensure project completion.
- Strong verbal and written communication skills to engage effectively with physicians and stakeholders. Exceptional interpersonal skills with diplomacy and professionalism to build and maintain relationships.
- Skilled at managing multiple projects, meeting deadlines, and resolving issues under pressure. Detail-oriented and accurate in maintaining and summarizing records and data. Proficient in Word, Excel, Outlook, and PowerPoint.

APPLICATION

An attractive salary, superb working environment, and comprehensive benefits package awaits the successful candidate recruited to the South Peace Primary Care Coordinator role.

To apply for this exceptional opportunity, please submit your cover letter and resume to Michelle Tonn, Primary Care Network Manager, South Peace Division of Family Practice at mtonn@spdivision.ca by February 24th, 2025.

The South Peace Division of Family Practice celebrates diversity, challenges inequality and is committed to sustaining an inclusive and diverse community. We do not discriminate against any applicant regardless of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, political beliefs and affiliations, family circumstances or other irrelevant distinction.

For more information about the South Peace Division of Family Practice, please visit us at: <https://divisionsbc.ca/south-peace>

For more information about the Provincial Primary Care Network Strategy, please visit us at: <https://fpscbc.ca/what-we-do/system-change/primary-care-networks>

We acknowledge, with deep respect and gratitude, the opportunity for the South Peace Division of Family Practice to support our Membership and Patients who live, work, and play on the Traditional Territory of Treaty 8 First Nations.