

The Campbell River and District Division of Family Practice is seeking a

## **Health Connect Registry & Division Administrative Assistant**

to join its growing team!

*Are you self-motivated? Detail oriented? A strong multi-tasker? A problem solver for others?  
Do you want to support healthcare for those in your community?*

### **About the Campbell River and District Division of Family Practice**

The Campbell River and District Division of Family Practice (CRDDFP) is a not-for-profit society that represents over 70 family physicians and works with other healthcare providers and community partners in Campbell River and district, including Oyster River, Sayward, Gold River/Tahsis, Quadra and Cortes Islands. The Division works collaboratively with its members and partners to identify healthcare needs, and to develop solutions to meet those needs, in the community and district.

The Health Connect Registry (HCR) is a provincial registry operated by HealthLink BC; all Divisions of family practice and primary care networks (PCNs) must utilize the HCR as the waitlist to track unattached patients and facilitate attachment of patients to family physicians (FPs) or nurse practitioners (NPs).

The Division is committed to ensuring that their programs consider the calls to action by the Truth and Reconciliation Commission of Canada and the In Plain Sight report. The district that the Division covers includes the Coast Salish, Nuuchah-Nulth and Kwakwaka'wakw family groups and the Métis of the North Island.

### **Description of Role**

This position holds an important, dual role for the Campbell River & District Division of Family Practice. Reporting to the Executive Director, the role supports the attachment of patients to primary care providers through managing the newly established Health Connect Registry (HCR). Additionally, the position provides administrative support to Division staff and its Family Physician (FP) members.

### **Key Responsibilities and Duties**

HCR Attachment Administration:

The role is responsible for utilizing the HCR to facilitate the match between an unattached patient and an available FP or NP within the same geographic location. This work is done through ongoing communication and relationship building with local family physicians, nurse practitioners and primary care clinics (including clinic staff). The role requires proactive engagement and communication with community members on attachment status and processes as well as accurate and confidential data tracking and management to ensure a timely referral process.

Administrative Assistant to the Division:

This position plays a vital administrative support function to the Division's smooth operations, providing a range of administrative and project support services to the Executive Director as well as other Division

staff. Ensuring the organization keeps a steady and healthy heart rate, this role stays on top of IT, systems, office supplies, property management and vendor needs. The role also supports the coordination of key meetings and events by organizing logistics, attendee communications, agendas, minutes and follow-up on meeting or event outcomes.

### **Qualifications, Skills and Abilities**

- a high school diploma with advanced administrative training or certification is preferred;
- two plus years of recent, related experience with data and administrative management;
- experience with electronic records and database management;
- excellent administrative and organizational skills, with strong attention to detail;
- excellent oral and written communication skills;
- high computer literacy with strong working knowledge of standard software, particularly MS Office suite, Excel, Word, Outlook, SharePoint, PowerPoint, One Drive;
- literacy with virtual communication platforms such as Zoom and Teams;
- experience using online marketing software such as MailChimp; Check Box and SurveyMonkey;
- knowledge of the provincial and Canadian health care system is an asset;
- bookkeeping skills is an asset.

### **Unique Position Requirements**

Due to the confidential nature of the information and data that this role will be handling, the position requires agreeing to and signing to a confidentiality agreement.

All applicants must be residents of BC as they will be required to complete BC Services Card authentication as a term of employment. Additionally, security screening requirements for this position include a criminal record check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the CRDDFP and HealthLink BC.

### **Work Environment and Remuneration**

This position requires you to work in the Division office located in downtown Campbell River. It is a full-time position (37.5 hours per week) with general hours of work from 8:30am to 4:30pm. There will be a need to attend occasional early morning and evening meetings, and periodic weekends to cover meetings or events. This position requires you to be living and working within commuting distance to and within the Campbell River and District region and have a valid driver's license and vehicle.

The position comes at an annual salary of \$48,750 to \$52,650, depending on experience, and includes a comprehensive health and wellness benefits package.

### **To Apply:**

Please submit your application to: [jobs@crddivision.ca](mailto:jobs@crddivision.ca)

Applications with a cover letter and resume will be accepted and reviewed as they are received. Early submission is encouraged. Please note that only candidates selected for an interview will be contacted.