

## Long-term Care Initiative (LTICI) Project Coordinator

### Position Summary

Reporting to the Program Manager, the LTICI Project Coordinator is responsible and accountable for leading the implementation and evaluation of the Comox Valley [Long-term Care Initiative](#). The Project Coordinator ensures quality improvement and risk management plans are in place to support achieving the goals of the program. Through building collaborative relationships with team members, family physicians, community LTC facilities, and health authority partners, the LTICI Project Coordinator aims to improve patient care, increase primary care provider influence on health care delivery and design, and enhance professional satisfaction for providers.

### Duties & Responsibilities

- Lead the development of the Long-term Care Initiative program strategy, structure, scope, and detailed work plan;
- Lead the implementation and evaluation of work plans through the effective engagement with division members, staff, contractors, participating physicians, as well as community and health authority stakeholders;
- Participates in Cultural Safety and Humility Training aligning with the Division's commitment to Truth and Reconciliation;
- Develop and steward the program budget and monitor monthly progress. Recommend modifications of program plans and/or budget as needed, and lead any refinement process;
- Ensure delivery of the program is consistent with relevant funding agreements, requirements, and goals, and that the program is in compliance with Division direction, policies and processes;
- Support the LTICI lead physician, working group, and all smaller working groups that may develop;
- Assume day-to-day responsibilities for the program, including LTICI billings, data management, physician engagement, after hours answering service, and contractors;
- Plan work, allocate resources, define tasks, assign responsibility, monitor quality and performance;
- Organize and deliver LTICI Continuing Medical Education (CME) events;
- Ensure completion of a comprehensive program evaluation to ensure thorough and timely collection and analysis of data, and preparation of interim and final evaluation reports as required;
- Ensure that the security and confidentiality of all data is maintained consistent with provincial regulations and Division policy;
- Ensure continuous quality improvement and refinement of the program;
- Document quality improvement processes and changes;
- Prepare status report on all program activities, and assist with developing Division reporting forms and processes; and
- Other duties as required.

### Qualifications

A university degree and/or recognized professional designation in a related field, and up to four years of progressive and related experience; or an equivalent level of related work experience in lieu of post-secondary education

- Significant knowledge of the health care sector. Knowledge and experience in long-term care is preferred.
- Experience in project management and adept at balancing significant concurrent activities and projects with attention to detail and effective time management.

### **Skills and Abilities**

- Ability to apply logical, and evaluative thinking to define problems, collect information, establish facts, and determine optimal solutions.
- Excellent interpersonal, communication, and relationship management skills, with a demonstrated ability to interact with highly trained professionals.
- Excellent research and writing skills, and a proven ability to develop clear and concise communication.
- Effective time management skills and the ability to prioritize multiple projects and work under pressure to meet shifting deadlines.
- Ability to be self-directed and to work independently, and as part of a team.
- Ability to exercise sound judgement, tact, and diplomacy.
- Experience contributing to health systems change considered a strong asset.
- Demonstrated proficiency with Microsoft 365, Teams, & Zoom platforms.
- Experience coordinating multi-stakeholder programs or initiatives, with practical skills in administration, organization, and client service.
- A valid driver's license and access to a vehicle is required.
- An at home, high-speed Internet connection is required for telecommuting and video conference calls.

### **Employment Details:**

- Contract Employee Position funded to March 31, 2023, with possibility for renewal based on funding.
- Part-time, up to 20 hours per week. Eligible for benefits after 3 months.
- Monday – Friday with ability to attend evening meetings, as needed.
- Resides in the Comox Valley with a home office and high-speed internet.
- \$27-\$37/ hour, commensurate with experience and qualifications

**Closing Date:** Open until filled

To apply please send a cover letter and resume to:

**Catherine Browne**

*Program Manager*

Comox Valley Division of Family Practice

[cbrowne@comoxvalleydivision.ca](mailto:cbrowne@comoxvalleydivision.ca)

*Thank you to all interested candidates. Only candidates selected for an interview will be contacted.*

## **About the Comox Valley Division of Family Practice**

Divisions of Family Practice were created by collaboration between the Ministry of Health and the BC Medical Association and are community-based groups of family physicians working together to achieve common health care goals. The Comox Valley Division of Family Practice represents family physicians in Courtenay, Cumberland and Comox and the surrounding areas on Vancouver Island, BC as well as Denman Island and Hornby Island.

The Comox Valley Division gives local physicians an opportunity to work collaboratively with each other, the Vancouver Island Health Authority, other community partners and the Ministry of Health to identify health care needs in the local community and develop solutions to meet those needs. The Division is a non-profit society managed by a Board of Directors.

**The Division team works primarily remotely. There are often opportunities for advancement in the Division. If you are seeking a flexible, supportive work culture and a caring team consider joining the Division team!**

For more information on Comox Valley Division of Family Practice please go to:

[www.divisionsbc.ca/comox](http://www.divisionsbc.ca/comox)

*The Comox Valley 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.*