

EMPLOYMENT OPPORTUNITIES

Program and Project Managers: roles designed for innovation, interconnectedness, and integration

Full-time, temporary and contract opportunities available

The Opportunity

The White Rock–South Surrey (WRSS) Division of Family Practice (Division) is seeking program and project managers who will support various initiatives within the Division. We design, develop and support some of the most interesting and pioneering health care programs and projects, by working with passionate physicians leading local health care change. We are seeking people who can develop meaningful relationships, support physicians to achieve goals, work in interconnected ways with internal and external partners and who have a willingness to share their expertise amongst a talented, highly skilled group of professionals while also being willing to learn and stretch themselves.

The WRSS Division is a local innovation in health care and part of a province-wide initiative designed to improve patient care, increase family physician influence on health care delivery, and enhance professional satisfaction for physicians. The Division is a non-profit society led by a Board of Directors. We are an organization that values diverse perspectives, strives for excellence, and believes in transparency and accountability.

Responsibilities could include

- Engaging with contractors, participating with physicians and health care providers, community partners and health authority stakeholders to inform implementation, design and/or management of programs or projects
- Monitor implementation progress and finances, recommend modifications of program plans and/or budget as needed, and lead any refinement processes
- Ensure all activities are consistent with agreements, requirements, and goals, and in compliance with policies and procedures
- Coordinate the duties and responsibilities of the team to fulfill the project deliverables, and meet regularly to provide support and monitor progress
- Ensure comprehensive project evaluation by working closely with the Division's internal evaluator to ensure thorough and timely collection and analysis of data, and preparation of monthly, quarterly, and yearly reports
- Utilize program data to inform continuous quality improvement and refinement of the implementation plans. Document quality improvement processes and changes

- Develop and implement patient engagement, change management, and communication plans collaboratively with internal and external partners
- Act as an ambassador for the Division

Qualifications

- Post-secondary degree in a health-related discipline or administrative field preferred. Other combination of education and experience may be considered on a case-by-case basis
- Minimum of five years of previous collaborative and demonstrated leadership experience
- Demonstrated experience in integrated service delivery design, project management, implementation, and evaluation
- Strong skills in strategic project and partnership development
- Collaborative team leadership style with exceptional interpersonal communication, relationship building and problem-solving skills
- Excellent organizational skills and ability to prioritize and manage multiple tasks to meet quick deadlines with quality output
- Adept at presenting complex information and recommendations in simple, clear summaries, both verbally and in writing
- Demonstrated facilitation ability including the ability to bring diverse perspectives together to reach consensus in support of common agendas
- Strong decision-making skills
- Cultural awareness and competency
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) is required
- Available to attend late morning and evening meetings

Applications by email, please, to: wrssdfp@divisionsbc.ca.

September 14, 2021