

## **East Kootenay Division of Family Practice Society – Contractor Opportunity**

If you are interested in improving health care, gaining insights into a complex system, and helping make health care better for patients and providers, then we want to work with you!

As a Project Lead working across our organization, you can help to shape health system changes, and inform decision making at both project and organizational levels.

You will promote health service and process improvements that we develop through partner collaborations. You will share findings and recommendations with the Executive Director and Board of Directors, support project teams to measure and implement improvements, build capacity for this work across the organization and lead and contribute to other activities within the organization.

### **Shared Care FREED Project Lead - Contract**

Type: Part-time contract for 6 months with possible extension of an additional 2 years

Based out of: East Kootenays

Contract Rate: \$50-60

Closing Date: March 17<sup>th</sup>, 2025, 5:00 P.M., MST

Submit Proposals to: [kstanley@ekdivision.ca](mailto:kstanley@ekdivision.ca)

### **Contractor Qualifications:**

- Project management experience (3+ years preferred) and an understanding of qualitative research methods
- Post-secondary education in a related field and/or project management training
- Healthcare industry experience
- Proposal writing and development experience
- Facilitation skills
- Superior networking skills and established local/regional networks an asset
- Must have class 5 driver's license and reliable vehicle
- Fully operational home office
- Established Sole proprietorship or self-employed contractor experience (or willingness to set-up)

### **Contract Description:**

The Shared Care FREED project will establish a FREED (First Episode Rapid Early Intervention for Eating Disorders) clinic in the East Kootenay for youth aged 16-24 experiencing eating disorder symptoms. The

project will collaborate with Foundry East Kootenay to build on existing services. During the Expression of Interest (EOI) phase, the project will identify local care gaps, refine the referral process, and collaborate with other FREED sites in British Columbia to build a provincial database

The Shared Care FREED Project Lead will be the key point of contact for family physicians, specialist physicians, midwives, stakeholders, funders, community, and other Division contractors and staff regarding the Shared Care project.

### **Contract Deliverables:**

- Coordinate, organize, and lead meetings of committees and working groups
- Ensure adequate administrative, and other support staff to the projects
- Coordinate additional supports as required, i.e. meeting facilitators, guest speakers, etc.
- Provide regular project reporting to the Division and meet reporting requirements to funders
- Attend local and regional meetings, within budget, which support the project work
- Develop project communications for stakeholders, physicians and the public
- Collect and organize data as needed by any evaluation processes established for projects and contribute as needed to evaluation, assessment and PDSA reviews
- Develop work plans, and time lines, and budgets in collaboration with the project committees, working groups, funder, and the Executive Director.
- Review and monitor budget, and administer budget with fiscal responsibility in collaboration with the Operations Lead.
- Identify and recommend additional support as needed as projects progress, in coordination with Executive Director.

### **Working Relationships**

- Provide support to the EK Division's member physician(s) in their involvement with the SC project.
- Liaise with SC funding partners, Interior Health, municipal and other community stakeholder groups, as well as any developed regional collaborative teams.
- Maintain positive and close working relationships with the staff and contractors of the EK Division of Family Practice and other project team member organizations.

We thank you for your application. Only those selected for an interview will be contacted.