

Title: Patient Medical Home/Primary Care Home Coordinator
Employer: Chilliwack Division of Family Practice
Location: Chilliwack, BC
Hours: 37.5 hrs/wk, flexibility required
Duration: immediately – March 2017, with possibility of extension

The Opportunity

The Chilliwack Division of Family Practice (CDoFP) is a non-profit society that represents doctors in Chilliwack, Agassiz, Seabird Island and Hope. Our members provide primary care services from Chilliwack to Boston Bar, and we strive to improve health care services for patients by supporting an engaged and collegial medical community. Working as a team, each staff member is encouraged to be a leader of their files and to collaborate. Values for staff include providing the highest quality service to CDoFP Members, staff, patients, partners, and community members; collaboration; collegiality; strong work ethic; professionalism; and continuous learning and improvement.

We are seeking an experienced Program Coordinator to engage doctors, allied health care providers and health authorities to address structures, roles and processes to strengthen or move toward achieving the attributes of the Patient Medical Home (PMH) model, as outlined by the Canadian College of Family Physicians, and Primary Care Home (PCH) network in a local context. This is a temporary full-time position for approximately nine months with the possibility of extension.

The Responsibility

To ensure the success of this important work for primary care in our area, the Division is seeking a candidate with excellent engagement, communication, and program coordination skills.

Examples of the activities the PMH/PCH Coordinator is responsible for include:

- Develop and draft project plans, work plans, resource requirements, time lines, from feasibility through implementation to sustainment.
- Design, utilize, and analyze the results of project support tools, such as surveys or evaluations.
- Analyze, summarize, and prepare project status reports.
- Develop, implement and coordinate the delivery of the project work plans.

Qualifications

A level of education, training, and experience equivalent to the completion of a Bachelor's degree plus a minimum of 3 years recent related experience with proven success in program coordination and stakeholder engagement (preferably in health care). Masters in a relevant field an asset.

- Proven ability to coordinate projects and inspire positive change.
- Demonstrated skill and experience in community development and engagement, with experience in multi-stakeholder processes and evaluation.
- Excellent interpersonal, communication and organizational skills.



- Flexibility and the temperament and skills to manage change in a rapidly evolving community health initiative with a significantly compressed timeline.
- Demonstrated ability to be innovative, creative, and solution seeking.
- Experience in managing projects focused on the primary care sector and working with family doctors is an asset.
- Demonstrated ability to manage, plan, implement, organize, and problem solve.
- Excellent time management and organizational skills.
- Must be able to work well under pressure at times to handle a wide variety of activities and confidential matters with discretion and professionalism.
- Computer literacy with word-processing, spreadsheet, presentation and project management applications.
- Ability to work independently, as well as work closely in a supportive capacity with the Executive Director, project team and the Board of Directors.

The PMH/PCH Coordinator will work from home and community as needed, Division office space is available for meetings. They will attend early morning, daytime, or evening meetings and travel within the community to meet with doctors, staff, and other stakeholders. They will also be required to attend regional, and, as required, provincial related events.

Salary is commensurate with experience.

Please submit an application, including resume and cover letter to kbepple@divisionsbc.ca

In the subject email line: PMH/PCH Coordinator Application – May 2016

The posting is open until the position is filled. We thank all applicants for their interest in this position, but only those applicants who will be interviewed will be contacted.

