**Primary Care Network Manager**

Work and make a difference in your community! The \_\_\_\_\_\_\_\_\_\_\_ Division of Family Practice is a non-profit society that represents family physicians in \_\_\_\_\_\_\_\_\_\_. We also have nurse practitioners, medical residents, and medical students as associate members. Our members provide primary care and strive to improve health care services for patients by supporting an engaged and collegial medical community.

The PCN Manager will work in close collaboration with the Division Executive Director and Health Authority Director(s) of Primary Care. This position is full-time with a flexible schedule that involves working in the PCN office, throughout our region, and remotely, and at times will include early mornings and late evenings. This role reports to the Division’s Executive Director and will have up to 8 direct reports.

The PCN is a provincial initiative that is looking to redesign and transform primary care. Locally, our funds are earmarked for recruiting new resources, deploying team-based care, and integrating services. The role of the PCN Manager will be to help build different pieces within the PCN and to develop a plan for integrating the various operational facets that comprise the PCN. The Manager will need to work cohesively with the Division and their membership and Health Authority administration and staff.

The PCN Manager will lead work to deliver PCNs by:

•Redesigning the existing team-based care service

•Developing and refining workflows and processes for the clinical team and supportive resources

•Supporting the placement of GP and NP contracts into primary care practices

•Developing operational processes

•Monitoring budget

•Completing various reports, as per the funding agreements

•Providing leadership and oversight to the PCN team

•Supporting the PCN Steering Committee and various working groups

The PCN Manager will also be tasked with:

•Forming relationships with practices, physicians, staff, and community partners

•Identifying and nurturing partnerships that will support the goals of the PCN

•Identifying strategies that will support the goals of the PCN

Education and Experience

•Post-secondary degree in a health-related discipline. Master’s degree in a relevant health or administrative field preferred. Experience in community development and/or primary care will be considered an asset. Other combinations of education and experience may be considered.

•A minimum of five years previous collaborative and distributed leadership experience in health care setting.

•Demonstrated experience in integrated service delivery design, project management, implementation and evaluation

•Demonstrated experience in initiating changes and improvements, including skills in workplace re-engineering within a Quality Improvement (QI) environment.

•Demonstrated knowledge of the principles of Primary Health Care, Population Health, and Health Promotion and the attributes of a Primary Care Network and Patient Medical Home.

•Demonstrated partnerships with Indigenous communities and organizations, as well as Indigenous Cultural Safety and Humility training

•Knowledge or experience with electronic health solutions (i.e. EMR, electronic health records), with demonstrated ability to function in a computerized environment.

•Demonstrated collaborative and distributed leadership and supervisory ability.

•Demonstrated listening, written and oral communication skills.

•Demonstrated facilitation ability including the ability to bring diverse perspectives together to reach consensus in support of common agendas.

Knowledge, Skills, and Abilities

•Ability to prioritize in a changing environment.

•Sensitivity to the human and political dynamics of health care management and system change.

•Strong organizational, decision making and problem-solving skills.

•Demonstrated ability to develop community-based care teams.

•Ability to display independent judgment.

•Ability to respect and promote a culturally diverse population.

•Ability to respect and promote confidentiality.

•Ability to perform the duties of the position on a regular basis.