



**Job Posting:** Project Manager

**Start Date:** As soon as possible

**Job Details:** Contracted position 5-6 months with anticipated continuation

**Commitment:** Approx. 20-30 hours/week

### **The Organization**

The Divisions of Family Practice is an innovation in health care in B.C., designed to support and advocate for family physicians, increase primary health care capacity and improve patient health outcomes. The Sea to Sky Division of Family Practice is participating in the "A GP for Me" initiative, which seeks to enable those who want a family physician to find one, increase the capacity of the primary healthcare system and confirm and strengthen the continuous doctor/patient relationship, including better supports for the needs of vulnerable patients.

For more information about the A GP for Me initiative, see [www.agpforme.ca](http://www.agpforme.ca).

### **The Opportunity**

The Sea to Sky Division of Family Practice seeks a Project Manager to assist with the Assessment and Planning Phase of the Division's "A GP for Me" initiative.

Reporting to the Board of Directors and working in consultation with the Division Coordinator and key stakeholders, the Project Manager will be accountable for project management and oversight that supports the goals of A GP for Me.

### **Responsibilities**

The project manager will be vital to supporting A GP for Me initiative outcomes. The project manager will:

- Work collaboratively with A GP for Me Physician Leads, Division Coordinator, and any additional required contracted individuals or organizations
- Identify needs of local physicians & evaluate the number of people seeking a family physician in each community, particularly within vulnerable populations
- Facilitate the organization and compilation of data into a variety of presentation formats
- Accountable for ensuring appropriate data is identified, analyzed, and available for presentation in a variety of different formats
- Ensure that the security and confidentiality of all data is maintained
- Interpret data to determine emerging challenges and potential solutions.
- Develop and embed evaluation criteria into work product and deliverables
- Identify strengths, gaps, risks in primary care delivery in Whistler/Squamish, particularly with respect to unattached patients and vulnerable populations
- Identify and engage key stakeholders - including VCH partners, community agencies and patients - to articulate strengths, gaps, risks and options
- Develop a collaborative, sustainable community plan for improving local primary care capacity, including strategies that support unattached patients interested in finding a local family physician
- Ensure the project consistently supports the strategic goals and organizational plans of the Division
- Act as a liaison with multiple stakeholder groups

### **Desired Skills & Experience:**

- Demonstrated technical & analytical skills with the ability to extract and analyze data for the purpose of identifying patterns, trends and relationships
- Adept at interpreting data and analyzing results to generate insight
- Demonstrated ability to interpret data to present complex information and recommendations in simple, clear summaries
- Ability to effectively communicate complex ideas both verbally and in writing
- Demonstrated ability to work within a team environment that requires quick turnaround and quality output
- Demonstrated ability to work independently and prioritize work
- Ability to work under significant time constraints
- Excellent organizational skills, and ability to prioritize multiple projects/tasks
- Fundamental knowledge of survey data, data management, assessment tools
- Ability to explain complex data and technical issues in a way that translates for the average individual with no technical/data background

### **Qualifications**

- A level of education, training, and experience at least equivalent to a bachelor's degree in an appropriate discipline (e.g. sciences, social sciences, healthcare, or communications). Masters preferred.
- A minimum of 3 years of experience managing comparable projects within the healthcare or health-services fields
- Demonstrated experience in successful stakeholder engagement
- Professional experience working with large datasets
- General knowledge of SPSS or R software

The project manager will work on contract from their home office, will attend meetings and perform job-related duties in both Whistler and Squamish and will be available to attend occasional meetings in the lower mainland. Occasional attendance at evening and/or early morning meetings will be required. A valid BC driver's license and access to a vehicle is required.

Apply to: s2sdiv@gmail.com with "Project Manager" in the subject line.