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**JOB TITLE:** *Senior Project Coordinator*

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### **JOB SUMMARY**

In accordance with the established vision and values of the organization, the Senior Project Coordinator will work receive work direction from the Manager, Partnerships and Engagement and will report to the Executive Director, Operations. The Senior Project Coordinator has a key role in developing the plan for new projects in terms of determining budget and operational planning. The Senior Project Coordinator supports, facilitates, and organizes project activities and plays a critical role in project implementation and delivery.

### **PROJECT SUMMARY**

This role will intentionally support the two programs listed below.

The Peer Pathways of the **Real-Time Virtual Support Program** were intentionally created and operationalized to support the most vulnerable communities and providers in our province. The 24/7 virtually enabled peer support pathways provide immediate unencumbered access to support rural healthcare providers, irrespective of the remoteness of where they find themselves. The pathways assist a full spectrum of front-line emergency health care providers including nurses, nurse practitioners, registered midwives, family physicians and specialists. They operate in the well-received spirit of “phone a friend”. Additionally, RTVS peer support virtual physicians also help to build capacity in community through supporting simulations, PRA-BC & physicians new to rural practice support, and UBC Family Practice second-year residents transitioning to rural practice.

**Consultation to Conversation** is transforming the way primary care providers and specialists (or specialized services) wrap around the patient. Where appropriate, instead of travelling (with all the risks and costs associated), bringing local, regional, or provincial supports into the primary care team to enable a three-way conversation to support the patients needs. By lowering barriers to access, and

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supporting a change in the model from consultation to conversation, Virtual Care Coordinators will work with Primary Care/Specialist and Specialised services to coordinate patient care.

### **ORGANIZATIONAL SUMMARY:**

The Rural Coordination Centre of BC (RCCbc) mission is to promote improvement in the health status of people living in the rural communities of British Columbia. The RCCbc serves as a strategic forum that facilitates discussions between Partnership Pentagram Plus (Health Administrators, Policy Makers, Rural Communities, Linked Sectors, Academia and Health Providers) on coordination of rural healthcare services, improvement of effective collaboration, network partnership and leadership and to promote understanding of rural health challenges and opportunities.

### **KEY DUTIES AND RESPONSIBILITIES**

1. Collaborates with physicians, staff, and partners to provide leadership and expertise in the planning, implementation, and evaluation of initiatives designed to improve patient-centred care, service utilization, patient safety, and risk reduction.
2. Supports the development of guidelines, procedures, and policies
3. Develops and fosters relationships with key internal and external stakeholders necessary to build networks and support projects
4. Maintains and monitors project plans, project schedule, work hours, budgets and expenditures.
5. Prepares source document forms specific to project protocols in collaboration with the project team.
6. Identifies, collects, and analyzes relevant information relating to current projects, and provides input and recommendations to project/program team for development, implementation, analysis, dissemination of findings, and policy/practice implications.
7. In collaboration with the Communications Officer, develops and implements communication strategies.
8. Develops comprehensive project plans with input from key stakeholders as required.
9. Supports the planning and implementation of the project.
10. Collaboratively executes and monitors all milestones, deliverables, approvals, and sign-offs.
11. Facilitates ongoing consultation with key stakeholders to identify unmet or emerging needs and provides leadership and support in the development of strategies to meet these needs. This consultation may involve travel to rural sites.
12. Coordinates activities of project teams to ensure the project progresses on schedule.

13. Prepares regular project summaries and updates for the project team, RCCbc Leadership or others as requested
14. In collaboration with the Project leadership and the RCCbc team, coordinates the implementation of approved recommendations resulting from research, best practice, and policy reviews
15. Actively supports the management and facilitation of time-limited projects and programs to identify best practice-grounded strategies and activities for health professionals, policy/ decision makers, and the public in research, practice, and policy.
16. Assists with the dissemination of information and knowledge related to projects and key programs and initiatives under the identified mandate areas through a variety of vehicles.
17. Performs other related duties and/or projects
18. Travel as needed

## **QUALIFICATIONS**

### **Education, Training and Experience**

- Post-graduate degree in a relevant discipline.
- 5 to 7 years experience, or the equivalent combination of education and experience.

### **Skills and Competencies**

- Commitment to continuing along their cultural safety and humility journey.
- Excellent interpersonal skills, advanced written and verbal communication, pro-active problem-solving abilities, and a well-demonstrated ability to work with others as part of an interdisciplinary team
- Demonstrated knowledge and ability to work with diverse populations, incorporating diverse perspectives, values, and approaches into planning
- Knowledge of project management concepts, methods, practices, and tools
- Ability to provide leadership to others in a team setting
- Exceptional attention to detail and an advanced ability to organize information and multi-task/prioritize in a busy environment
- Manages time effectively and meets ongoing deadlines
- Critical thinking and problem-solving skills essential
- Flexibility and willingness to travel to rural sites across the province
- Highly proficient with databases, MS Office (particularly Word, Excel, and PowerPoint), email, and the internet

- Ability to effectively present and clarify requirements, and gain support for expectations, ideas, and concepts with various audiences/stakeholders
- Ability to create and achieve results by engaging and influencing individual, group, or departmental goals
- Ability to inspire and guide individuals toward goal achievement
- Ability to effectively explore alternatives in order to make appropriate decisions
- Physical ability to perform the duties of the position

***Location: Individual/applicant must reside in British Columbia. Node Office: hybrid or remote option dependent upon location.***

***Please send cover letter and resume to Diana Wang [dwang@rccbc.ca](mailto:dwang@rccbc.ca).***

***Thank you for your interest, only those selected for an interview will be contacted.***