

# Local Network Coordinator

## Job Description

### Summary

Position title:	Local Network Coordinator - Rural Surgical & Obstetrical Network (RSON) – Hazelton, BC
Position type:	Contract
Employer:	RSON Local Working Group – Hazelton Contract held with the Rural Coordination Centre of BC
Hours:	Approximately 15-20 hours per week
Remuneration:	\$45-50 + per hour, depending on experience. Maximum billable amount of \$45,000 per year
Location:	Hazelton (or remote)

Flexible hours required. Occasional evening/early morning/weekend meetings.

### Position

The RSON Local Network Coordinator is a part-time contracted position that provides support to the Local Working Group for the Rural Surgical and Obstetrical Network (RSON) and the Rural Obstetrical and Maternity Sustainability Program (ROAM).

RSON and ROAM are initiatives are supported by the Rural Coordination Centre of BC (RCCbc). More information about RCCbc and the RSON and ROAM programs can be found here.

<https://rccbc.ca/initiatives/roam/>

<https://rccbc.ca/initiatives/rson/>

<https://rccbc.ca/about-us/our-story/>

### Reporting

The Coordinator reports to the RSON Local Working Group, through the group's Clinical Lead(s). The Coordinator reports to RCCbc through the RCCbc Networks Director and Project Manager(s).

### Key Responsibilities and Duties

- Be the primary contact for practitioners within the network
- Be the primary liaison with the RCCbc office
- Be the primary liaison with associated organizations, including UBC Continuing Professional Development (Clinical Coaching)
- Write proposals and reports for network activities, complete report templates as needed
- Assist practitioners within the network with duties as required, including booking travel and accommodation, scheduling assistance for network activities, and claims for these activities
- Maintain and track financial accounts for RCCbc funded programs, and determine eligibility of reimbursement according to established policies and guidelines
- Keep track of financial claims including requisitions, invoices, and travel claims
- Maintain local working group budget projections
- Send financial claims for RSON and affiliated programs including ROAM to RCCbc for processing

- Coordinate and support full network meetings, including booking space or virtual meeting online, arranging catering, preparing agenda materials, maintaining calendar invites, and taking notes
- Follow up on network meeting action items with appropriate team members and contacts
- Maintain member distribution lists for local working group and applicable contacts
- Distribute RSON communications and information to local working group
- Provide local support for visitors from RCCbc and the RSON team when applicable
- Coordinate local support for the ongoing activities of RSON, including Clinical Coaching, Continuous Quality Improvement, and Knowledge Translation
- Collaborate and communicate with the RSON Network (RCCbc staff, clinical leads, and other Local Network Coordinators) through meetings, email, and online communication platforms

### Experience

- Proven ability and experience with project coordination
- Demonstrated collaborative skills
- Demonstrated administrative skills
- Demonstrated knowledge of, interest in, and commitment to, rural health services
- Experience working with healthcare providers and health authorities is an asset
- Experience with financial processing and/or budgeting an asset
- University degree preferred
- Computer skills required (Word, Excel, Outlook, Powerpoint)

### Application Process

Please send a cover letter and resume by July 29th, 2024 to Suezie Koury at [skoury@rccbc.ca](mailto:skoury@rccbc.ca).

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