



Edmonton Zone (EZ) Project Manager

Are you enthusiastic about Primary Care in Alberta? We are looking for a passionate individual to help us shape healthcare in Edmonton and its surrounding area.

The Position

The Project Manager will work with the Edmonton Zone PCN Committee to manage, develop and implement an Edmonton Zone service plan including the three Edmonton Zone PCN Primary Health Care Integration Priorities: Transitions of Care, Addiction and Mental Health Integration (including the Primary Health Care Opioid Response) and Specialty Access and Linkages.

This work to be completed by mid-October, 2019, with the strong possibility for extension. Engagement with Primary Care physicians, PCN Leadership and staff, Alberta Health Services, Alberta Health, the Alberta Medical Association, and community stakeholders will be key to developing and implementing the priorities. The work of this position is complex with the need to work with several professional disciplines, as well as community members in a positive, progressive manner. An understanding of current provincial and zone primary care initiatives, existing health care planning (zone, provincial, and PCN), and the current political climate around primary care will be essential assets for success in this role. Each initiative will have a subcommittee, which will be coordinated by the Project Manager. The Project Manager will develop the plan for implementation of the zone initiatives in alignment with the work of the subcommittees and the needs/priorities of stakeholders.

Effective communication strategies for reaching all members of the Edmonton Zone PCN Committee as well as their respective memberships, is also a required component of the position. The Project Manager will monitor and evaluate initiative outcomes and produce regular progress reports. Familiarity with the three integration priorities is of value. Development of policies, guidelines, and evaluation processes are key deliverables. The Project Manager will also be responsible to manage within existing budgets and grant applications.

The Project Manager must have the ability to work flexible hours and days of work with frequent early morning and evening hours. (Weekends are unlikely, but not impossible, depending on stakeholder availability). The Project Manager must have the ability to travel throughout the Edmonton Zone.

Qualifications

A combination of education, skills and experience will be considered. Applicants should have a minimum of five years of experience in project management, developing relationships and moving large projects forward. A minimum of a Bachelor's degree in business, health or social sciences field is required; a Master's Degree is a definite asset.

Equivalent work experience will be considered. Work experience in the health care sector is an asset; an understanding of current provincial and zone primary care initiatives, existing health care planning and the current political climate around primary care are definite assets. Experience in managing human, financial and physical resources is required as are advanced project management and strong and proven leadership skills.

Preferred Skills and Experience:

- Skilled relationship builder and demonstrated leadership experience
- Analytical and decision-making skills
- Change management skills
- Project Management Certification is an asset
- Skilled in interpreting formal contracts, grants, agreements and budgets
- Strong facilitation experience along with solid communication skills (both written and verbal)

Please submit your resume electronically to: recruiting@sherwoodparkpcn.com on or before December 5, 2018.

We thank all those who apply, however, only those who will be offered an interview will be contacted.