

Position Description

Project Coordinator, GPforMe Sunshiner's Frailty Network

Reports To Fraser Northwest Division Executive Director

Job Summary:

Reporting to the Fraser Northwest Division Executive Director and supporting the GPforMe Physician Lead, GPforMe Project Manager Lead, Sunshiner's Frailty Network Physician Lead, the Project Coordinator will work closely with the GPforMe project team and all the subcommittees and community stakeholders to develop and coordinate local processes and plans related to the goals of the GPforMe Project.

Key Responsibilities & Duties:

1. Planning
 - a. Plans project to accomplish its goals within constraints such as time, and budget
 - b. Facilitates the definition of the project scope, goals and deliverables and develops project charter(s) that reflects the project direction
2. Day to Day Management
 - a. Supports a team of family physicians, 1 RN, 2 NPs and an MOA
 - b. Supports the work of outsourced contractors providing patient assessment and navigation services
 - c. Manages the delivery of project outcomes & responsible for project status
 - d. Plans work, allocating resources, defines tasks and assigns responsibility
 - e. Keeps track of lessons learned
 - f. Supports strategies to engage stakeholders and spread the improvement changes being aware and responsive to risks and stakeholder needs
 - g. Assists with the preparation and design of improvement tools and modifies based on feedback
 - h. Supports and monitors quality improvement cycles with members of the working groups
3. Communication
 - a. Keeps all stakeholders informed about the progress of the project
 - b. Facilitates stakeholder engagement strategies
 - c. Works collaboratively with other related committees and initiatives
 - d. Develops and build on relationships with partners
4. Monitoring & Reporting

- a. Tracks project progress according to project plan, monitors and reports on the status of the project
 - b. Prepares and presents monthly report on progress, problems and recommended solutions of the project for the steering committee
 - c. Implements and manages project changes to achieve project outcomes
 - d. Compiles workload measurement statistics; gathers information, files or other material required for meetings or reports. (Some of this will be shared with NP MOA.
 - e. Collects, vets, analyzes, and documents information on community services for frail elderly patients
 - f. Compiles and enters information into a central repository system
 - g. Possesses or develops expertise overtime in services for frail elderly patients, including public, private, and non-profit services
5. Risk Management
- a. Responsible for identifying issues & risks
 - b. Minimizes exposure to risks
 - c. Manages problems when things go off plan, bringing it back on track or modifying the plan with the assistance of the GPforMe Project Manager Lead
 - d. Maintain accurate and up to date documentation on trial and improvement processes

Qualifications

Preferred Education, Training and Experience

- Diploma or Degree in health care or related discipline such as organizational development or leadership or a combination of education and experience
- Recent, related experience in project coordination, change management, organizational development and/or primary care

Preferred Skills and Abilities

- Ability to develop and follow structured project plans
- Ability to communicate effectively, both verbally and in writing
- Proven ability to use Microsoft Office Suite of tools for collection and presentation of information e.g. Word, PowerPoint, Excel.
- Ability to work independently and in cooperation with others
- Proven ability to plan, lead, coordinate and inspire positive change
- Group facilitation skills