**PCN Manager**

The Primary Care Network (PCN) Manager is responsible for operationalizing the development of the British Columbia Ministry of Health’s Primary Care Network Initiative in \_\_\_\_\_\_\_\_\_\_\_\_. This includes supporting the implementation of the local PCN in accordance with the strategic direction of the PCN Steering Committee towards the achievement of the attributes of the PCN.

This involves working closely with all partners including the Division of Family Practice, Health Authority leadership and staff, First Nations Health Authority representatives, Patient Medical Home (PMH) representatives, Indigenous representatives including \_\_\_\_\_\_\_\_\_\_\_\_ FN, Métis and Urban Indigenous, Patient Voices members, and community agencies/organizations in development and implementation of the PCN as follows:

* provides overall program management of approved PCN projects and initiatives including leadership in PCN-related risk management, financial budgeting and reporting, communications, quality improvement, liaise with Health Authority Human Resources and Labour Relations & Human Resources Mgt. of PCN Admin and Staff where appropriate
* participates in identifying opportunities for improvement in processes to facilitate access and improved quality of care for populations served by the PCN;
* demonstrates and promotes a commitment to cultural safety and humility within the PCN
* actively participates and supports the effective governance of the PCN by supporting the steering committee, working groups and sharing network ensures effective engagement of all people impacted by implementation of the PCN including health care providers, First Nations and other Indigenous people and communities in the PCN;
* establishes operational procedures/resources as required.
* supports alignment of the PCN initiative with the Specialized Community Services Programs;
* ensures timely reporting to the Steering Committee and the Ministry of Health;
* supports effective change management and works closely with change management resource s available;
* develops & supports establishment of evaluation processes, including working with existing PMH evaluation frameworks;
* promotes positive communications and collaborative practice to improve efficiencies and works with team to resolve conflict as required;
* works collaboratively with representatives from other communities;
* other sundry duties as assigned

The PCN Manager will be accountable to the PCN Steering Committee for the implementation of the \_\_\_\_\_\_\_\_\_\_\_ PCN Service Plan.

**QUALIFICATIONS:**

* Post-secondary degree in a health or leadership related discipline. Master’s degree in a relevant health or administrative field preferred. Experience in community development will be considered an asset. Other combinations of education and experience may be considered on a case-by-case basis.
* A minimum of five (5) years previous collaborative and distributed leadership experience, ideally in a health care setting.
* Process improvement training an asset.

**Experience:**

* Demonstrated experience in integrated service delivery design, project/program management, implementation and evaluation.
* Demonstrated experience in employee and labour relations.
* Demonstrated experience with budgeting, reporting, financial management

**Skills:**

* Demonstrated collaborative and distributed leadership and supervisory ability.
* Demonstrated listening, written and oral communication skills.
* Demonstrated facilitation ability including the ability to bring diverse perspectives together to reach consensus in support of common agendas.
* Ability to prioritize in a changing environment.
* Strong organizational, decision making and problem-solving skills.
* Ability to display independent judgment.
* Ability to respect and promote confidentiality.
* Ability to perform the duties of the position on a regular basis.
* Demonstrated ability to function in a computerized environment.