**Primary Care Network (PCN) Program Manager**

**Position Brief**

The Fraser Northwest (FNW) Division of Family Practice encompasses family physicians and family practices offices in New Westminster, Coquitlam, Port Coquitlam, and Port Moody, B.C. The PCN Program Manager’s role is to work cohesively with the division, members, and community to implement and execute the new changes to the PCN service plan. This position is full-time with a flexible schedule that involves working in the Division office, throughout the FNW region, and remotely. This role reports to the Executive Director and has six direct reports.

**Job Tasks:**

* Develop and maintain strong working relationships with physicians that are part of the PCN;
* Act as a liaison between the Division, Primary Care Director, community stakeholders, First Nation partners, and others;
* Organize and facilitate all PCN committee meetings;
* Proactively and continuously drive quality control;
* Work with government leadership to ensure all stakeholders needs are met;
* Complete monthly board package.

**Job Requirements/Qualifications:**

* Bachelor’s Degree in related/relevant field
* Minimum 5+ years experience in the Primary Healthcare sector working with physicians and health authorities;
* Ability to multitask and prioritize with a high level of organization;
* Effective and clear communication skills (written and oral);
* Strong facilitation skills;
* Ability to effectively manage a team;
* Strong attention to detail;
* Works well as part of a team but maintains focus and initiative to work independently;
* Available to attend and participate in evening division events/meetings throughout the FNW region.

**Success Measurement:**

* Member feedback
* Team feedback