

On behalf of the Quinte Sub-Region Integration Table, the Belleville and Quinte West Community Health Centre is seeking a

**Project Lead, Quinte Sub-Region  
0.8 FTE - Temporary to March 31, 2020**

The Quinte Sub-Region Integration Table is a network of organizations working to improve integration of community health services, improved transitions of care, and access to care in the Quinte Sub-region area (Belleville, Quinte West, and Prince Edward County).

Belleville and Quinte West Community Health Centre (BQWCHC) is one of the health service provider organizations in the Quinte Sub-Region and is serving as the administrative home for the Project Lead role. BQWCHC is a primary health care organization that provides community-focused health promotion and capacity building, illness prevention and comprehensive primary health care services. We work from a health equity perspective, prioritizing people and communities who face systemic barriers to accessing services and healthcare. The Centre has a vision for a healthier community where all people have access to quality care and services delivered with respect.

**JOB SUMMARY:**

The Project Lead supports the Sub-Region's goal to improve access to high quality care through the development of sustainable systems of integrated care with the focus on population needs planning, improving health outcomes, experience for patients, and cost to the system as a whole. The Project Lead will provide logistical, project management, and strategic support to the Quinte Sub-Region Integration Table and Working Groups comprised of representatives from organizations that support care to the population.

**ACCOUNTABILITY:**

This position is accountable to the BQWCHC Executive Director and the Quinte Sub-Region Integration Table. Note that delegation of work comes from the Sub-Region Integration Table and Sub-Region Clinical Lead and Director; operational oversight/management and support is provided by the Executive Director of Belleville and Quinte West CHC.

**RESPONSIBILITIES:**

- Lead the development of project plans and project and outcome metrics
- Managing project logistics with respect to meetings and working group activities
- Proactively prepare documentation for Sub-Region Integration Table teams, including but not limited to meeting agendas and documents, action items, briefing notes, project progress reports and summaries, implementation design
- Liaison between the Sub-Region Integration Table, health service providers and stakeholders, and LHIN staff
- Assist Sub-Region Integration Table to effectively communicate project expectations and outcomes to stakeholders. Supports communication and stakeholder engagement activities using a collaborative approach and relationship development. Prepares reports for dissemination. Ensures documents are complete, current and appropriately stored.

- Identify issues and develop options for consideration by the Sub-Region Integration Table and LHIN Sub-Region Director
- Supports Sub-Region Integration Table members and Sub-Region Clinical Lead and Director on research of best practices

#### **QUALIFICATIONS**

- Excellent oral and written communication skills (English) and interpersonal skills
- Valid driver's license, reliable vehicle and willingness to travel
- Post-secondary degree (Master's degree preferred) in related field appropriate for position, and/or equal experience
- Advanced e-Skills – proficient use of technology including Microsoft products, ability to quickly adopt and/or learn new system functionality
- Commitment to and knowledge of the mix of urban/rural communities and urban/rural health care delivery
- Planning and Project Management experience including experience leading complex projects and multiple working groups
- Strong organizational skills
- Performance Management expertise including establishing metrics, monitoring, reporting, evaluating, and aligning for success
- Flexibility and ability to adapt quickly to shifting priorities
- Innovative leadership skills and qualities reflecting transformational system thinking and service delivery
- Aligned with BQWCHC values

To apply for this opportunity please submit a cover letter and resume by **4pm on February 15, 2019** to [hr@bqwchc.com](mailto:hr@bqwchc.com). Within the subject line of your email, please indicate the position title for which you are applying. BQWCHC is an equal opportunity employer. If you require accommodation to participate in the hiring process, please call 613-962-0000 x 204 or email [hr@bqwchc.com](mailto:hr@bqwchc.com). For more information visit our website at [www.bqwchc.com](http://www.bqwchc.com). We thank all applicants however, only those selected for an interview will be contacted.