



Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

We are currently looking to hire a:

PRIMARY HEALTH CARE
Primary Care Collaboration Specialist (PCCS)
Full Time (1 FTE – 35 hours per week)
3 Month Contract – (May be Extended)
4 Positions

Reporting To: Scarborough Sub-region Primary Care Physician Leads and to the Chief Executive Officer of Scarborough Centre for Healthy Communities (SCHC) for day-to-day employment matters.

Purpose: The Primary Care Collaboration Specialist (PCCS) is responsible for the engagement of Primary Care providers within Scarborough Sub-regions of the Central East Local Health Integration Network (LHIN) for the purposes of operationalizing the Sub-region Primary Care Collaborative as outline above. The PCCS is key to advancing the Strategy of a strong organized Primary Care system within the sub-region contributing to a regional system that provides integrated high quality health care across the Central East LHIN. Co-design and co-management is an essential approach to achieve this Strategy.

Program Development

- Develops and executes work plans, specific to geographic catchment areas, to effectively engage with Primary Care physicians to achieve strategic goals and objectives within the Scarborough Sub-regions of the Central East LHIN and to advance the Primary Care Community Collaborative strategy¹.
 - Collaborates and consults with various stakeholders to plan and execute engagement strategies, including the development of relevant communication, contact database materials.
 - Develops and supports the operationalization of plans to address needs at the primary care system and practice level (I.e. specific resources for targeted patient populations) and ensures timely feedback to stakeholders to enable effective change.
 - Enables a value-add experience through knowledge integration/exchange and informative dialogue between Primary Care providers and system partners
 - Develops a strong understanding of programs, services, strategies and initiatives as they relate to Primary Care and priority populations within the Scarborough Sub-region and the Central East LHIN.
 - Identifies system, practice-level issue and business and/or digital health intelligence that would help inform strategy development and delivery of primary care.
 - Compile and maintain sensitive information related to primary care planning and physician practices across the Scarborough Sub-regions of the Central East region.
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- Contribute to data integrity by performing contact database data audits in collaboration with the LHIN's Decision Support Unit.
- Provides support to structures required to advance system and sub-region level work (e.g. committees, working groups).
- Prepares and submits accurate and detailed administrative reports as required, on a timely basis.

Other Related Activities

- Demonstrates behaviours, actions and attitudes that are consistent with the Vision/Mission/Values of the Central East LHIN and the Host Health Service Provider.
- Supports the advancement of a culture focused on quality, safety & risk management and continuous improvement.
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and its regulations, adheres to health and safety policies/ practices developed and implemented by the Central East LHIN and Host HSP and takes reasonable precautions.
- Implements new procedures and controls deemed necessary by those to whom the position reports and/or Central East LHIN
- Participates in learning/education to maintain and update skills and knowledge whenever deemed necessary
- Performs other related duties as assigned

Education, Training & Experience

- University degree or diploma required; Communications, Public Affairs/Public Relations or Business background preferred (or equivalent combination of education and experience)
- Three (3) to five (5) years of recent related experience in the health sector with a Sales, Communications, or Business lens is an asset

Skills and Attributes

- Adept in the use of MS Office applications (e.g., Word, Excel, Outlook, PowerPoint, etc.)
- Strong customer focus with an ability to be responsive to meet the needs of both physicians and health service providers
- Exceptional interpersonal skills and proven positive relationship building skills
- Understanding of and commitment to quality service and best practice
- Flexible, adaptable and responsive to change
- Demonstrates ability to be innovative, creative, and flexible in an emerging role
- Ability to analyze information, problem-solve and make good evidence-informed decisions
- Self-directed with an ability to organize, plan, prioritize and multi-task
- Detail oriented, well organized and able to manage time and multi-task to accomplish a variety of tasks, sometimes with conflicting priorities and timelines
- Demonstrated critical thinking
- Demonstrates enthusiasm with a consistently high level of energy



Please apply in confidence by emailing a current resume to the attention of the HR Department at hr@schcontario.ca by no later than December 21, 2018.

We would like to thank all applicants; only those invited to interviews will be contacted.

Scarborough Centre for Healthy Communities is strongly committed to diversity within its community and inclusive workforce that reflects the communities that we serve. SCHC encourages applications from visible minority group members, women, aboriginal persons, persons with disabilities and members of sexual minority groups.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), SCHC will provide accommodation in all parts of the hiring process as required, upon request from applicants.

For more information about our programs and services, please visit our website at www.schcontario.ca.