



Providence Living

Honouring every life story

Posting:	005N23 Non-Contract
Status:	Temporary Full Time – 16 Months
Job Title:	Senior Clinical Project Manager
Work Area:	Hybrid (Travel Required to Comox, BC)
Effective Date:	April 2023
Hours of Work:	75 hours bi-weekly, Monday – Friday from 8:30am – 4:30pm (flexible)
Non-Contract Range:	Range 10 (\$85,000 - \$110,000)

PURPOSE:

Providence Living is a newly created non-profit Catholic-sponsored health care organization focused on long-term care, assisted living, housing, and other community services to support seniors and their family members. We are committed to re-imagining the experience of seniors, especially those living with dementia, and to creating communities and fostering a culture where seniors are empowered to make decisions that affect their quality of life.

Within the context of a person-centred model of care and, in accordance with the mission, vision, values, and strategic directions of Providence Living, a Catholic-sponsored, faith-based, health care organization focused on long-term care, assisted living, housing and other community services to support seniors, their family members, and caregivers, the Senior Clinical Project Manager, promotes a safe, respectful, and civil environment for our seniors, their families, visitors, and for staff.

Reporting to the Executive Director, Quality, Practice, and Program Development, the Senior Clinical Project Manager supports the Executive Director, Quality, Practice, and Program Development and provides strategic leadership in the development and implementation of clinical and operational system design plans and activities to meet the vision and objectives of Providence Living's *Home for Us, Model of Care Transformation Project*, which includes The Views and all long-term care and assisted living sites currently under Providence Health Care, and will encompass any future sites acquired by Providence Living. The position is responsible for the development of comprehensive clinical services transition plans for new, renovated or existing sites to ensure the overall evaluation of clinical operations, the implementation of integrated changes and improvements, and the achievement of desired clinical outcomes. Works collaboratively with relevant stakeholders across all sites to facilitate information gathering, confirm plans and care delivery models are operational feasible and appropriately resourced, and communicate project deliverables and progress. Provides effective project management leadership to ensure all aspects of project work accountabilities are delivered to scope, and meet high quality standards, timelines, and overall budget. Supervises assigned staff, and provides leadership, guidance and support to other project team members as required.

**The Views at St. Joseph's
Human Resource Services
T: (778) 736-1250 | HR@providenceliving.ca
2137 Comox Avenue
Comox BC V9M 1P2**



SPECIFIC ACCOUNTABILITIES:

- In collaboration with the Executive Director, Quality, Practice, and Program Development, leads the planning and implementation of clinical and operational system design activities and plans including the development of related work plans and the management and coordination of clinical and/or system design streams of work as part of an overall integrated work plan.
- Develops detailed project charters, plans, objectives, timelines and deliverables including a comprehensive resource plan that addresses demand and capacity for project activities and an assessment, and ongoing monitoring, of clinical and other project elements that will affect the likelihood of overall success.
- Develops various clinical project work streams, establishes roles and responsibilities of the team members, identifies skills and resources, communicates quality expectations and work plans, and discusses timelines that must be met.
- Executes project plan(s) according to project methodologies, best practices, and the approved project charter, and ensures the successful coordination and timely completion of project components through regular tracking, monitoring and evaluation of project performance and progress. Identifies, analyzes and addresses risks and roadblocks, develops risk mitigation strategies, escalates where appropriate, and makes recommendations regarding changes in project scope.
- Provides change management leadership by working with key support areas and stakeholders to identify and eliminate impediments to progress and successful transformation. Oversees the development of recommendations and the implementation of change strategies and accountability mechanisms to ensure stakeholders understand how they will be impacted, to be engaged, and accountable in how to prepare for and implement clinical and model of care changes.
- In partnership with the Executive Director, Quality, Practice, and Program Development, develops the project budget. Manages the budget within the context of operational demands and resource constraints and uses best practices to monitor and adhere to allocated budget. Reports on variances to the VP Clinical and Operations, Seniors Care, and the Model of Care Navigation Committee and works to identify opportunities for adjustment while still meeting projections and targets.
- Works with the Model of Care Transformation Team to develop an operational framework that outlines the foundational principles, processes and standards required to achieve a sustainable social-relational model of care. Assesses and articulates the impact of the model of care transformation from a systems perspective and manages the impacts and interdependences with other initiatives at Providence Living.
- Also works with the Model of Care Transformation Team to develop a comprehensive set of standards and quality assurance framework to support an official certification of individual care homes in achieving a status of *Home for Us* designated neighbourhood.
- Meets with stakeholders to explain project parameters, seek input, and facilitate consensus to ensure the successful implementation of the *Home for Us Model of Care Transformation*. Provides regular status updates and progress reports to enhance the transparency of project and executive decision-making.
- Supervises assigned staff and designated team members. Provides consistent and effective management including coaching, mentoring, skill development and where necessary, corrective action. Acts as a strategic resource and provides direction and support to the project team, staff and others, ensuring the successful and timely implementation of the project.
- Performs other related duties as assigned.

POSITION SPECIFICATIONS:

Education, Training and Experience

Bachelor degree in Business or Health Administration supplemented by a degree in nursing or a health-related discipline plus a minimum of seven (7) years' project and change management experience including experience involving complex, multi-disciplinary projects and a wide range of stakeholder groups, or an equivalent combination of education, training and experience.

Skills and Abilities

- Comprehensive knowledge of project management principles, methodologies, and best practices, and ability to plan and coordinate major projects from conceptual design through to completion.
- Broad knowledge of health care projects and relevant government procedures, standards and requirements.
- Demonstrated knowledge in implementing and redesigning clinical processes to improve clinical practice, efficiency, and patient care.
- Strong record of successful strategic thinking and transformation with a demonstrated ability to execute strategy and build engagement and consensus across complex organizational structures.
- Demonstrated initiative, vision, independent thinking and creative problem-solving abilities to implement project plans and realize project completion.
- Effective communication skills to function within a complex interdisciplinary environment involving physician, nursing, allied health, and support worker communities.
- Demonstrated facilitation, persuasion and negotiation skills to achieve consensus, resolve conflict and achieve desired outcomes.
- Demonstrated relationship, leadership and team building skills with a track record of building successful teams and applying innovative and effective people skills to maximize team performance.
- Demonstrated ability to work effectively under time pressure to meet deadlines, balance work priorities and resolve problems in a timely manner.
- Demonstrated ability to operate related equipment and functional knowledge of word-processing, spreadsheet, presentation, project management and database applications.
- Physical ability to perform the duties of the position.

This posting will remain open until successfully filled. Please apply in writing to the Department of Human Resource Services using Application for Internal or External Vacancy Form.

Applications and resumes may be submitted through hr@providenceliving.ca

Thank you.

Human Resource Services

DATE: March 14, 2023