EMPLOYMENT OPPORTUNITY
FIRST NATIONS HEALTH COUNCIL

POSITION TITLE: Telehealth Project Manager

POSITION SUMMARY:
The Telehealth Project Manager (PM) is responsible for managing the First Nations Telehealth Expansion Project, and supporting related activities and initiatives. The PM will plan and manage project activities and play a role in input and guidance to a number of eHealth initiatives. This position will serve as the project lead and key liaison for clinical and community stakeholders engaged by the eHealth Department and will support subsequent activities, which will be undertaken by the department’s projects and initiatives.

KEY ACTIVITIES:
1. Foster and promote strong working relationships with colleagues in Partner Organizations (in the academic, federal, provincial, local and First Nations government sectors), and work with the eHealth Director to provide information to the Tripartite First Nations eHealth Strategy Council and Technical Working Group;
2. Work collaboratively with First Nations communities and Tripartite Partners to support development and adoption of clinical telehealth services for First Nations communities;
3. Liaise with and support local Health Centres’ nurses with respect to readiness assessments for and utilization of Panorama at a community level;
4. Assist in developing data access requirements (and data sharing agreements as needed) for public health surveillance use and secondary use of data in Panorama;
5. Contribute to National and Provincial Panorama committees as required, providing a lead role for other regions across the country;
6. Assist First Nations communities and Tripartite Partners in the change management resulting from new ways of delivering health services and build capacity within the community on all aspects of Panorama; and
7. Prepare and ensure ongoing industry-standard project documents including but not limited to status reports, risk registry, resource and budget plans, and presentation of materials as required by the project sponsor.

In addition to the specific activities noted above, the PM will support and manage the following five Telehealth priorities:
1. Enhancing and integrating Wellness services, (in cooperation with the UBC Learning Circle);
2. Building further operational capacity within the First Nations Health Society-First Nations Inuit Health co-management model;
3. Engaging Health Authorities on telehealth services for First Nations communities;
4. Engaging First Nations communities on defining telehealth service needs; and
5. Privacy and security diligence for First Nations telehealth.

EDUCATION AND EXPERIENCE
• Bachelor’s degree in a related field (Health Information Science, Computer Science, etc.)
• 3+ years experience working in as a Project Manager on IT or eHealth projects
• Experience working with Telehealth and/or Health Information Systems
• Ability to manage large-scale projects ($1M +)
• Demonstrated high level of initiative, conceptual and analytical thinking, with an ability to rapidly appraise and synthesize complex material.
• Experience in leading teams; motivating and guiding others towards goal accomplishments
• Proven interpersonal skills and ability to work well with others
• Proficiency in using current office productivity software (Microsoft Office suite of products) and related records information management software packages
• Experience in the health field/public sector environment or related field would be an asset
• PMP (Project Management Professional) designation an asset
• Previous experience working with First Nations

PERSONAL QUALITIES
Demonstrated ability to:
• direct an initiative process;
• develop solutions and recommendations for appropriate action;
• apply knowledge of analysis, project management technologies, planning, performance measurement, and management principles and practices
• communicate effectively orally and in writing;
• work effectively with management, internal and external contacts such as local agencies; government officials; and
• plan and manage initiatives.

Application Deadline: 4:00 pm Friday, February 25, 2011

Applicants are asked to submit confidential letters of application, with resume, providing details of work experience and three references before 4:00 pm Friday, February 25, 2011 to:

Marina Gallagher, HR & Operations Manager
FN Health Society (official business entity of the First Nations Health Council)
1205 - 100 Park Royal South
West Vancouver, BC V7T 1A2
Phone: 604-913-2080
Fax: 604-913-2081
E-mail: jpeers@fnhc.ca

The FN Health Society wishes to thank all applicants for their interest, and advises that only those candidates to be interviewed will be contacted. The FN Health Society hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply. However, Aboriginal applicants will be given priority.