



SEARCH JOBS



Project Coordinator CW, Mental Health Literacy

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Project Coordinator

BC Children's & Women's, Mental Health Literacy
Vancouver, BC

In accordance with the Mission, Vision and Values, and strategic directions of Provincial Health Services Authority patient safety is a priority and a responsibility shared by everyone at PHSA, and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position. The Project Coordinator works in collaboration with the Program Manager(s) to identify and prioritize projects and is responsible for the coordination of projects under provincial mandate relating to the quality agenda and data for decision making including the broad areas of knowledge exchange, information dissemination, and education for key stakeholders including the public, service providers, and relevant policy/decision makers; and/or research, health system support, and academic development. The Project Coordinator is actively involved in the planning, development, implementation, and evaluation of such projects, and maintains primary project coordination responsibility. Supports team efforts with internal and external partners on ongoing programs and initiatives to improve the quality and accessibility of health services, health promotion and prevention efforts, and in related research and knowledge exchange activities. Coordinates a diversity of projects of varying size and scope in a complex and changing multidisciplinary environment.

What you'll do

- Coordinates the execution of projects, assuring they are done in an efficient manner, that they adhere to project protocols, that they conform to applicable institutional and ethical policies and procedures and privacy legislation, and that they are completed within the required timelines. Supervises staff or students assisting in large or complex projects.
- Identifies, collects, and analyzes relevant information relating to current projects, and provides input and recommendations to project/program team for development, implementation, analysis, dissemination of findings, and policy/practice implications.
- Presents project updates to internal stakeholder groups, external agencies, organizations, and other stakeholders. Assists with the dissemination of information and knowledge related to projects and key programs and initiatives under the identified mandate areas through a variety of vehicles.
- Actively supports the management and facilitation of time-limited projects and programs to identify best practice-grounded strategies and activities for health professionals, policy/ decision makers, and the public in research, practice, and policy.
- In collaboration with Program Managers and/or Medical Directors, coordinates the implementation of approved recommendations resulting from research, best practice, and policy reviews.

What you bring

Qualifications

- A level of education, training and experience equivalent to a Bachelor's degree in Health or Social Sciences plus a five (5) years in a responsible research assistant, project coordinator, or policy analyst role in a health, social services, government, or community organization.

Skills & Knowledge

- Knowledge of research, quality improvement and clinical practices relevant to the service/program area; health systems and policy; population health, prevention, and health promotion; and knowledge exchange.
- Understanding of and practical skills in project coordination/management, research and evaluation; relevant computer software applications; Internet search engines, websites, and navigation; funding structures and application processes; training and education; policy review and analysis; and facilitation, community development, and partnerships.
- Related experience in conducting literature searches and reviews, best practice reviews, policy analysis, working collaboratively with a wide range of internal and external stakeholder groups.
- Qualities including: creativity and innovation; sound judgment; tact and diplomacy; ability to work effectively and collaboratively in a demanding and dynamic environment; sound negotiation, conflict management and consensus-building skills; excellent oral and written communications skills.
- Commitment to upholding the shared responsibility of creating lasting and meaningful reconciliation in Canada as per TRC (2015) and BC's Declaration on the Rights of Indigenous Peoples Act (2019).
- As a strong asset for consideration, we are looking for our successful candidate to have: Knowledge of social, economic, political and historical realities of settler colonialism on Indigenous Peoples and familiarity with addressing Indigenous-specific anti-racism, anti-racism and Indigenous Cultural Safety and foundational documents and legislative commitments (The Declaration Act, the Declaration Action Plan, TRC, IPS, Remembering Keegan, etc.).

What we bring

Every PHSA employee enables the best possible patient care for our patients and their families. Whether you are providing direct care, conducting research, or making it possible for others to do their work, you impact the lives of British Columbians today and in the future. That's why we're focused on your care too – offering health, wellness, development programs to support you – at work and at home.

- Join one of BC's largest employers with province-wide programs, services and operations – offering vast opportunities for growth, development, and recognition programs that honour the commitment and contribution of all employees.
- Access to professional development opportunities through our in-house training programs, including +2,000 courses, such as our San'yas Indigenous Cultural Safety Training course, or Core Linx for Leadership roles.
- Enjoy a comprehensive benefits package, including municipal pension plan, and psychological health & safety programs and holistic wellness resources.
- Annual statutory holidays (13) with generous vacation entitlement and accrual.
- PHSA is a remote work friendly employer, welcoming flexible work options to support our people (eligibility may vary, depending on position).
- Access to WorkPerks, a premium discount program offering a wide range of local and national discounts on electronics, entertainment, dining, travel, wellness, apparel, and more.

Job Type: Temporary Full-Time

Wage: \$60,427.00- \$86,863.00/yr. *The starting salary for this position would be determined with consideration of the successful candidate's relevant education and experience, and would be in alignment with the provincial compensation reference plan. Salary will be prorated accordingly for part time roles.*

Location: 310-1001 West Broadway, Vancouver, BC V6H 4E4

Closing date: Open until position is filled

Hours of Work: 08:00-16:00 Monday-Friday

Requisition #152341E

As per the current Public Health Order, full vaccination against COVID-19 is a condition of employment with PHSA as of October 26, 2021.

What we do

BC Children's & Women's Health Centre (BCWH) is part of the Provincial Health Services Authority (PHSA). BC Children's Hospital (BCCH) provides care for the most seriously ill or injured children and youth from across British Columbia. BC Women's Hospital & Health Centre (BCW) is dedicated to improving the health of women, newborns and families through a comprehensive range of services, research and education.

The Provincial Health Services Authority (PHSA) plans, manages and evaluates specialized health services with the BC health authorities to provide equitable and cost-effective health care for people throughout the province. Our values reflect our commitment to excellence and include: Respect people – Be compassionate – Dare to innovate – Cultivate partnerships – Serve with purpose.

Learn more about PHSA and our programs: jobs.phsa.ca/programs-and-services

PHSA is committed to employment equity, encouraging all qualified individuals to apply. We recognize that our ability to provide the best care for our diverse patient populations relies on a rich diversity of skills, knowledge, background and experience, and value a safe, inclusive and welcoming environment.

Reconciliation is an ongoing process and a shared responsibility for all of us. The BC Government unanimous passing of the Declaration on the Rights of Indigenous Peoples Act was a significant step forward in this journey—one that all health authorities are expected to support as we work in cooperation with Indigenous Peoples to establish a clear and sustainable path to meaningful and lasting reconciliation. True reconciliation will take time and ongoing commitment to work with Indigenous Peoples as we move toward self-determination. Guiding these efforts PHSA must uphold legislative obligations and provincial commitments found in the foundational documents such as including Truth & Reconciliation Commission's Calls to Action (2015), In Plain Sight (2020), BC's Declaration on the Rights of Indigenous Peoples Act (2019), United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Reclaiming Power and Place Missing and Murdered Indigenous Women & Girls Calls for Justice (2019), the Declaration Act Action Plan and Remembering Keegan: A First Nations Case Study.

ATTN: PHSA Employees:

To be considered as a PHSA employee (internal applicant) for this position, **you must apply online via your internal profile** at <http://internaljobs.phsa.ca>

If the internal job posting has expired, please contact the Internal Jobs Help Desk and advise that you would like to be considered as a late internal applicant for this position. **Please do not apply for the external job posting.**

If you have not registered your internal profile, a password is required to log in for the first time. To obtain your password, please contact the **Internal Jobs Help Desk at 604-875-7264 or 1-855-875-7264**. Please note regular business hours are Monday – Friday (excluding stats), 8:30am to 4:30pm. For inquiries outside of regular business hours, please email the Internal Jobs Help Desk at internaljobshelpu@phsa.ca and a Help Desk Representative will contact you the next business day.

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