

POSITION TITLE: Implementation Consultant/Project Lead (contract)

ORGANIZATION: Ottawa Valley Family Health Team

POSITION REPORTS TO: Executive Director/Board of Directors

LOCATION: Carleton Place (primary), Almonte (as required)

DATE CREATED: February 2025

APPROVED BY: Executive Director

Job Summary:

We are seeking an **Implementation Consultant/Project Lead** who will work closely and collaborate with the Executive Director and management team to support the development of the new Carleton Place Regional Health Hub, strengthen partnerships with the Carleton Place and area Family Physicians and advance primary care initiatives in the Carleton Place/Almonte communities. This role will serve as the primary point of contact between healthcare leadership, construction teams, program developers and other stakeholders to ensure seamless communication and coordination throughout the project. The ideal candidate will have experience in healthcare project coordination, program planning, ensuring smooth execution and communication from construction to service implementation.

Key Responsibilities:

- ¥ Acts as liaison between healthcare leadership (Physicians, FHT and other key stakeholders), construction teams, vendors, and regulatory agencies.
- ¥ Takes the lead to determine client requirements and in the development of project and operational plans to ensure successful implementation.
- ¥ Works with healthcare leaders and key stakeholders (as appropriate) to identify service needs and program design.
- ¥ Collaborates with clinical teams to ensure program offerings align with facility goals, resources and patient needs.
- ¥ Once plans are approved, moves forward to initiate strategies to ensure implementation of initiatives.
- ¥ Designs and implements change management strategies to facilitate project implementation.
- ¥ Facilitates project updates, addressing stakeholder and community inquiries.
- ¥ Ensures there is project tracking, documentation, and timelines management.
- ¥ Identifies and addresses communication gaps, ensuring all parties stay informed.
- ¥ Assist in identifying policies, procedures, and workflows for new healthcare programs.
- ¥ Research and compile best practices for service implementation and quality improvement.
- ¥ Help coordinates training sessions, community outreach, and stakeholder engagement.

Qualifications:

- ¥ Experience in healthcare administration, program development, project coordination and change management.
- ¥ Strong understanding of healthcare operations, regulations and patient care needs.
- ¥ Ability to work in compliance with safety practices, policies, and procedures.
- ¥ Excellent verbal and written communication and organizational skills.

- ¥ Ability to work with diverse stakeholders, including medical staff, architects, engineers, and program developers.
- ¥ Ability to work in both Almonte and Carleton Place as needed
- ¥ Proficiency in Microsoft Office and project management tools.
- ¥ Detail-oriented with strong problem-solving abilities.

Work Hours & Location:

- ¥ **Contract position, approximately 10 hours per week** (flexible schedule).
- ¥ On-site visits required, with potential for remote administrative work.

Compensation:

Please provide a **quote** identifying the hourly rate and any additional costs associated with meeting the requirements of this role.

If you have the skills needed, we encourage you to submit a detailed resume and an outline of why you feel you would be the best person to support Ottawa Valley Family Health Team in this contract role. Please submit your resume by emailing Tanya Brydges, Acting Executive Director at tbrydges@ovfht.ca.