

## **Comox Valley Division of Family Practice – Evaluator**

### **Background**

Divisions of Family Practice were created through collaboration between the Ministry of Health and the BC Medical Association (now Doctors of BC) and are community-based groups of family physicians working together to achieve common health care goals. The Comox Valley Division of Family Practice represents family physicians, walk in doctors, emergency room physicians and family medicine residents in Courtenay, Comox, Cumberland, and Denman and Hornby Islands. Together, the members work to improve patient access to local primary care, increase local physicians' influence on health care delivery, and provide professional support for physicians. The Division is a non-profit society managed by a Board of Directors, its members working collaboratively with Island Health and other community partners. Funding is used to identify health care needs in the local community and develop solutions to meet those needs. A GP for Me is a province-wide initiative that is being designed and implemented at a local level. A GP for Me aims to strengthen the primary care system. The goals of the initiative are to:

- Enable patients who want a family doctor to find one
- Increase the capacity of the primary health care system
- Confirm and strengthen the continuous doctor-patient relationship, including better support for the needs of vulnerable patients.

Evaluation services are required to support a number of projects within the A GP for Me Initiative in the Comox Valley.

<b>Job Title:</b>	<b>Evaluator</b>
<b>Reports to:</b>	<b>A GP for Me Project Manager, Division Executive Director</b>
<b>Status:</b>	<b>Contract</b>
<b>Hours:</b>	<b>Part – time, variable according to project needs (approx. 12 – 16 hours per week)</b>
<b>Pay rate:</b>	<b>To be discussed, commensurate with experience</b>
<b>Closing Date:</b>	<b>Jan 5<sup>th</sup>, 2015</b>

### **DELIVERABLES:**

Reporting to the A GP for Me Project Manager and Division Executive Director and operating as part of a small and dynamic team, the successful candidate will be responsible for further development of our initial evaluation framework, collecting, analyzing and summarizing for the purpose of project evaluation, evidence-based program implementation and program development. You will provide critical feedback to the team, program staff, senior

management, and various programs and partners, to improve understanding of the effectiveness of services being developed and tested. You will prepare evaluation reports and promote the communication and dissemination of evaluation material, systems and approaches for internal and external audiences. Further duties include data collection and data entry, data analysis, consulting with various internal/external sources, survey questionnaire design, and research.

## QUALIFICATIONS

- Minimum of two years of relevant work experience in evaluation or in related social science research, which includes:
  - identifying evaluation opportunities, gaps and needs;
  - identifying, designing, implementing and monitoring evaluations processes;
  - experience with evaluations using mixed method approaches
  - undertaking research and synthesizing research results qualitative and quantitative;
  - identifying and assessing existing data sources for their potential use in project evaluation;
  - preparing reports and briefing notes;
  - driving the development and testing of evaluation tools;
  - managing databases and constructing data files;
  - protecting confidential data;
  - building relationships and providing advice on evaluation to projects and diverse stakeholders;
  - developing and delivering informal evaluation training activities
- Masters in a relevant social science discipline (such as health care administration, economics, political science, policy planning, public / business administration or sociology) preferred.
- Proficient knowledge of MS Office and research software required.
- Strong understanding and experience in Program Evaluation Methodology and design required.
- Strong analytical, communication, interpersonal, organizational, research and writing skills required.
- Results oriented with strong organizing, problem-solving, negotiating, implementing and monitoring skills.
- Ability to **effectively** work in a multidisciplinary and partially virtual team including diverse cultures, expertise and experiences.
- Limited travel may be required for this position, the successful candidate will have a valid BC driver's license, access to a reliable vehicle and automobile insurance which includes driving for business purposes. Occasional attendance at evening meetings will be required.

**Closing Date: Jan 5<sup>th</sup>, 2015.**

**To apply, please send a cover letter and your resume to:**

Connie Luck, Project Manager [cluck@divisionsbc.ca](mailto:cluck@divisionsbc.ca)  
*Only shortlisted candidates will be contacted. No phone calls please.*

For more information on the Comox Valley Division of Family Practice please visit:  
[www.divisionsbc.ca/comox](http://www.divisionsbc.ca/comox)