Research and Policy Fellow – Primary Care Network
Chatham-Kent Ontario Health Team
Start Date: As soon as possible

The Chatham-Kent Ontario Health Team is a collaborative group of 26 local health care providers working together to improve health care for patients, families and caregivers. The goal of the CKOHT is to bring together health care partners from all sectors, including hospital, home and community care, primary care, long-term care and community support agencies to provide seamless, fully coordinated care for patients, while creating a more efficient system.

The CKOHT's vision is: "Achieving the best health and well-being together."

THE POSITION

The focus of this role is to assist the CKOHT in the development of a Primary Care Network (PCN). The vision for PCN's in Ontario is to connect, integrate, and support primary care providers within OHTs to improve the delivery and coordination of care for patients. In Chatham-Kent, there are four team based primary care sites, that connect all practicing family physicians to team-based care models. There is a strong primary care foundation to the work of Chatham-Kent Ontario Health Team, through the connections and partnerships that have been fostered through the Ontario Health Team.

Over the coming months, Chatham-Kent Ontario Health Team is looking to leverage evidenced based best practices to shift to a more formal Primary Care Network. Including the creation of governance documents, terms of references, membership policies, and priority setting.

The position is posted as Temporary Full-Time (Until March 31, 2026) but can also be Temporary Part-Time (flexible hours with at least 22.5 hours per week). Contract extension is a possibility. The position is a fully remote position.

ESSENTIAL QUALIFICATIONS (Knowledge, Skill, Experience)

- A graduate degree in Health Administration, Public Health, Health Policy, Health Sciences, Health Evaluation or a related field, or working towards a PhD. Other education, paired with professional experience, will be strongly considered.
- Strong Research Skills: The ability to conduct environmental scans, analyze existing models and best practices, and synthesize findings to support strategic planning and policy development.
- Stakeholder Engagement: Proven experience facilitating or supporting stakeholder engagement activities such as surveys, meetings, or workshops in a healthcare or community context.
- Project Coordination: Strong organizational and time management skills, with the ability to manage multiple tasks, coordinate meetings, and support collaborative planning efforts.
- Document Development: Experience drafting governance-related materials such as terms of reference, policies, membership agreements, or similar foundational documents.

- Communication Skills: Excellent written and verbal communication skills, with the ability to synthesize complex information into clear reports, presentations, and policy documents tailored to various stakeholders.
- Technical Proficiency: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), survey tools (e.g., SurveyMonkey), and data analysis software (e.g., Excel, or similar tools).
- Valid G license

ESSENTIAL COMPETENCIES (Personal Skills and Attributes)

- Demonstrated ability to manage and prioritize multiple competing tasks in a highly organized and efficient manner.
- Strong attention to detail, with a commitment to accuracy and quality in all aspects of work.
- Proven ability to work effectively both independently and collaboratively within dynamic, flexible work environments.
- Advanced skills in data analysis and reporting, with the ability to draw meaningful insights and communicate findings clearly.
- Strategic mindset with a strong understanding of broader system goals and the ability to align work with organizational objectives and long-term outcomes.
- Highly proficient in synthesizing and summarizing large volumes of complex information to distill key insights and inform decision-making.
- Exceptional verbal and written communication skills, tailored to diverse audiences and contexts.
- High emotional intelligence, with a demonstrated ability to build trust and foster collaboration through co-creation and mutual respect.
- Bilingualism in French or another language is considered an asset, though not required.

ACCOUNTABILITIES (Major Responsibilities of the Position)

- Conduct environmental scans of Primary Care Network models from various regions to support planning and inform best practices.
- Design and distribute surveys to healthcare professionals and leadership to gather input on governance structures, membership models, and value propositions.
- Analyze survey data and develop presentations that summarize key insights for stakeholders.
- Research and outline potential membership options for Primary Care Networks based on external models and successful case studies.
- Organize and support regular stakeholder meetings to facilitate planning and collaboration.
- Contribute to the development of Primary Care Network governance models, including roles, responsibilities, and membership structures.
- Draft foundational documents such as membership policies, agreements, terms of reference, and processes for leadership selection and compensation.

To apply, please submit your resume and a cover letter outlining your interest in the position to Paige Delanghe at Paige.delanghe@ckoht.ca by June 10, 2025