



**Open date: October 28, 2021**

**Location: Ponoka**

**Closing date: Open until suitable candidate found FTE: 1.0 Term: 8 weeks with possibility of extension**

**Position:** As an integral member of the primary care team, the **Panel Manager** identifies and tracks panels for physicians, assists with the proactive care of patients and manages data and reporting relevant to the practice population. The Panel Manager assesses and communicates the need for patient health screening within the Electronic Medical Record (EMR) and plays a key role with regards to coordination of screening, referrals, and appointments for patients. This role will play a vital part in patient education and group program facilitation.

**Education/Experience:**

- Medical office certificate or related experience.
- Experience in a healthcare setting.
- Quality improvement experience.
- Experience using an Electronic Medical Record (EMR).

**Skills/Competencies:**

- Ability to work independently, with professionalism in a busy office environment.
- Outstanding computer skills including data entry, standardization of protocol and running queries in databases.
- Ability to develop and maintain electronic records management systems, using EMR.
- Excellent teamwork and relationship building skills.
- Excellent organizational, time management skills with the ability to prioritize.
- Professional oral and written communication skills.
- Problem-solving and strategic thinking skills.
- Respect for privacy and confidentiality.

**Salary:** Will be negotiated based on experience. The Wolf Creek Primary Care Network offers a competitive compensation package, including benefits and an outstanding work environment.

Qualified and interested applicants are asked to submit a cover letter and resume to [hr@wcpnc.ca](mailto:hr@wcpnc.ca).

*Wolf Creek Primary Care Network is committed to ensuring the safety of staff and patients and requires the following must be provided prior to your first day of work:*

**Security Screening:** Satisfactory criminal record check and/or Vulnerable Sector Search. Additionally, all employees have an ongoing duty to disclose any charges or convictions that may occur during their employment with AHS.

**COVID-19 Immunization:** Proof of full immunization against COVID-19. Full immunization status is achieved when 14 days have passed after the second dose of a two-dose vaccine, or the first dose of a single-dose vaccine.

*We would like to thank all applicants for their interest, however only those applicants selected for an interview will be contacted.*

*Wolf Creek Primary Care Network is committed to providing high quality client-centered care by attracting, engaging, and developing an inclusive workforce that reflects the diverse population it serves. Diversity at Wolf Creek Primary Care Network means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.*