**Project Coordinator – Diagnostic Assessment Program (DAP) and Unattached Patients**

**Summary of Duties**

We are seeking a dynamic and organized **Project Coordinator** to support unattached patients and associated projects across Ontario Health’s four cancer screening programs (OBSP, OCSP, OLSP, CCC) and provide coordination support for the Hepato-pancreato-biliary (HPB) Diagnostic Assessment Program (DAP). This role is jointly shared between two departments and is essential for improving patient access, enhancing care coordination, and supporting quality improvement initiatives across the cancer care continuum.

**Job Responsibilities:  
Diagnostic Assessment Program (50%)**

* Manage DAP referrals, including triage and appointment coordination with clinicians.
* Support DAP RNs by preparing patient files, verifying referral information, and liaising with referring providers.
* Track patient progress to ensure timely and efficient care coordination.
* Maintain and validate patient-level data using Excel and internal systems.
* Analyze data to monitor performance, respond to queries, and identify improvement opportunities.
* Build and sustain strong relationships with referral sources and healthcare partners.
* Contribute and collaborate on program planning and continuous improvement initiatives.
* Perform additional duties as required.

**Unattached Patients & Cancer Screening (50%)**

* Support planning efforts and associated projects aimed at improving access for unattached patients.
* Facilitate timely referrals and connections for unattached patients by working with regional stakeholders and the Primary Care Lead.
* Ensure effective patient navigation through clear communication with patients and providers.
* Support Regional Leads with implementation and coordination of key strategies and improvement initiatives.
* Strengthen collaborations with OHTs, CHCs, hospitals, and healthcare partners.
* Support and coordinate regional initiatives across OBSP, OCSP, OLSP, and CCC screening programs.
* Work as a catalyst to motivate and support the adoption of new practices
* Develop, implement and manage work plans and resource plans for projects
* Promote alignment and engagement between internal teams and external stakeholders.
* Track and evaluate program progress through data collection, analysis, and reporting.
* Develop evaluation tools and conduct assessments to support quality improvement.
* Prepare reports with actionable insights and recommendations.

**Qualifications/Skills:**

* Undergraduate degree in a healthcare, science, or related field preferred; an equivalent combination of education and relevant experience will be considered.
* Minimum of 2 years of experience in a healthcare, hospital, or health-related setting required.
* Previous project coordinator preferred, Project Management Professional designation an asset
* Strong verbal and written communication skills
* Ability to collaborate effectively and with a range of stakeholders including healthcare providers, patients, and administrative staff.
* Proven ability to foster cooperative working relationships across departments and organizations.
* Excellent organizational, prioritization, and time management skills; able to manage multiple responsibilities and meet tight deadlines.
* Demonstrated accuracy and attention to detail in both electronic and paper-based data entry and record keeping.
* Proficient in Microsoft Office Suite (Outlook, Word, Excel), Adobe Acrobat, and other relevant software tools.
* Ability to work independently with minimal supervision while contributing effectively in a team environment.
* Adaptability and comfort working in a fast-paced, evolving healthcare environment.
* Strong problem-solving and critical thinking skills; able to identify challenges and support continuous improvement efforts.
* Evidence of good attendance, satisfactory performance history, and a discipline-free record.