Job Posting:175367 - Position: W26 Co-op Student - Alternative Payments Program 175367

Co-op Work Term Posted:	2026 - Winter
App Deadline	11/24/2025 09:00 AM
Application Method:	Through UBC Science Co-op
Posting Goes Live:	11/14/2025 09:18 AM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	BC Ministry of Health
Address Line 1	1515 Blanshard Street
City	Victoria
Postal Code / Zip Code	V8W 1P3
Province / State	BC
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Winter
<b> Job Title <b>	W26 Co-op Student - Alternative Payments Program 175367
Position Type	Co-op Position
Job Location	Victoria, BC
Country	Canada
Duration	4 months
Work Mode	Hybrid
	Fully Remote
	In-Person
Salary Currency	CAD
Salary	Salary Not Available, 35 Major List
Salary Range $	26-32/hr
Job Description	

About Us

The Ministry of Health's Alternative Payments Program Branch (APP) works closely with the health authorities, Doctors of BC, the Health Employers Association of BC and other organizations. We provide alternatives to the fee-for-service method of paying physicians.

The Alternative Payments program aims to secure sufficient access to care in situations where fee-for-service arrangements may not guarantee physicians the financial support or stability to be able to provide needed care. Examples include teaching hospitals, community and hospital-based psychiatric services, and physician services in rural areas.

Service agreements are one of the alternative funding methods that our team supports. A service agreement is a contract between the Ministry of Health and a health authority or similar agency, which enables that organization to retain the required physicians through contract, direct employment or some other negotiated arrangement. The APP team supports health authorities in their contract negotiations with physicians, and validates and reimburses health authorities for alternative payments to physicians.

Job Overview

APP is seeking individuals with strong data analysis, problem solving and communication skills to join our team as Co-op Students.

This position will enable the successful candidate(s) to build on the analytical skills they have developed in their educational program, support their career goals with challenging projects, and build a working knowledge of BC's healthcare system administration, while opening the door to employment in government.

As part of the APP team, your responsibilities will include:

• Assisting with system upgrades, testing, maintenance, and data validation for APP's online budgeting and reporting system and database, SCRUBS, which is used to track health authority budgets, contract commitments, physician hours, and other data;

•Analysis of physician hours, billing, and budget data, primarily in Excel and Power BI, to support funding and physician contracting decisions.

•The successful candidate will report to a Senior Policy Analyst and will be required to work on a team with other staff on a project-specific basis.

Job Requirements

Required:

• Experience in data management, analysis, and visualization.

•Intermediate or Advanced skills in Microsoft Excel (familiarity with creating and manipulating pivot tables for organizing and analyzing data, creating and revising formulas, etc.).

•Self-motivation, strong problem-solving skills and ability to work independently and as part of a team.

•Excellent written and oral communication skills.

Preference may be given to candidates with:

• Work experience from a previous co-op term

•Knowledge of BC's healthcare system

•Background in finance or data management

•Prior experience working with PowerBI, writing SQL queries, and/or other skills relevant to database administration.

Citizenship Requirement   N/A

APPLICATION INFORMATION

Application Procedure   Through UBC Science Co-op

Cover Letter Required?   Yes

Address Cover Letter to   Dr. Jenn Neilson, Senior Manager, System Integration

Special Application Instructions

Applicants are asked to submit a **cover letter** and **resume** and clearly draw connections between the job requirements and their academic and work experience, elaborating on which courses and/or work experiences demonstrate proficiency with the required skills. Applicants are also asked to submit an up-to-date copy of their Unofficial Transcript.

• Please include **two references**, with contact information. We will let you know before reaching out to references.

If selected for an interview, candidates will be asked competency-based interview questions focused on your abilities, experience, and knowledge relative to one or more of the following competencies:

• Problem Solving and Judgment

•Analytical Thinking

•Flexibility

•Initiative

•Teamwork and Cooperation

•Candidates will be required to complete a short Excel test as part of the interview process.