

EMPLOYMENT OPPORTUNITY



ASSISTANT PROJECT MANAGER GENESEE COMMUNITY HEALTHCARE ACCESS PROGRAM (CHAP) Greater Flint Health Coalition – Flint, MI

Greater Flint Health Coalition is seeking an Assistant Project Manager to join our Genesee Community Healthcare Access Program (CHAP) team.

Overview:

Genesee CHAP is an innovative, collaborative medical home program, serving Genesee County & Flint area children ages 0-21 years with Medicaid insurance. Genesee CHAP uses a multi-disciplinary, community and clinically-based team to link families with a medical home (primary care physician), health behavior, mental health, lead, and asthma education, transportation to medical home visits, interpreting services, and community resources to effectively address the social determinants of health.

This position will support the Senior Program Director, working primarily on Genesee CHAP service implementation, convening multidisciplinary teams, committees, task forces, and maintaining collaborative projects. Daily responsibilities will include: data compilation and analyses, database management, committee support including agendas and minutes, best-practice research, procedure maintenance, development of communication materials, and program documentation to support GFHC strategic plans.

As a full-time Assistant Project Manager, this exciting position and your specific projects, tasks, and responsibilities will evolve over time. Flexibility and a commitment to continuous learning will be required of the successful candidate. A skill set based in public health, health care service, and data analysis knowledge will be vital to this work to improve the factors that affect health via multi-sector partnership activities.

Primary Responsibilities:

- Assist with the planning, support, management, and execution of committees, task forces, and community education projects in collaboration with cross-functional teams composed of practice and hospital partners, health care providers, physicians, insurers, family groups, social service agencies, and the community at-large.
- Provide committee and task force staffing, ensuring responsiveness to partner requirements, inputs, and concerns. Collaborative processes include timely material preparation, agenda development, minutes, program/grant development, workplan execution, and the completion of required committee follow up resulting from consensus decision making.
- Data entry and analysis, including ongoing health dashboard maintenance as required.
- Engage healthcare leaders, providers, physicians, practice managers, and ancillary staff in incorporating evidence-based best practices into standards of care.

- Manage project timelines, activities, documentation, and deliverables while maintaining alignment with multi-sector partner objectives and grant / project workplan requirements.
- Collect and analyze data to inform community needs and project outcomes; assist with planning, implementing, monitoring, and evaluating programs; prepare reports and share best practices with multi-sector stakeholders.
- Participate in quality assurance, continuous improvement efforts, identifying system and process issues.
- Develop proposals in response to identified grant opportunities supporting the activities and initiatives of the organization's business plan.
- Support the mission, vision, values and key strategies of the Greater Flint Health Coalition and development of collaborative relationships with the organizations that interface with the program.
- Other duties and responsibilities as assigned.

Qualifications & Experience Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's Degree in health or related field; Master's degree (MPH, MHA, or MS) is a plus.
- Experience and a passion for public health, universal healthcare access, health data, quality innovations, and/or health projects that seek to build alignment amongst multi-sector organizations in a collaborative, team-oriented style.
- Demonstrated ability to manage tasks, meet deadlines, and work effectively within structured and time sensitive environments. Experience creating and managing work plans and time-sensitive deliverables and deadlines.
- Characteristics required for thinking strategically, innovating, and engaging multi-sector stakeholders in a manner that builds alignment and creates measureable improvement in project metrics.
- Ability to integrate a diverse skill set (technical, analytical, theory, research, relationship building) to improve desired program outcomes.
- Mastery of computer/software applications, including Microsoft Office Suite – Outlook, Word, Excel, PowerPoint, etc.
- Excellent interpersonal, written and oral communication skills and an ability to present oneself in a courteous, tactful, and professional manner.
- Considerate, attentive, and punctual.
- Demonstrated ability to take initiative and to work proactively, both independently and in teams; excels in an open office environment.
- Great passion for the mission, vision, and values of the Greater Flint Health Coalition and able to promote both internally and externally.
- Motivated.

Reports to: Senior Program Director

Job Status:

Full Time, Salary; Monday through Friday, 8:30 a.m. to 5:00 p.m. on average with occasional early morning meetings

Compensation:

Greater Flint Health Coalition's collaborative work environment emphasizes teamwork, personal commitment, integrity, and success. In addition to the meaningful and groundbreaking work to improve health on a community-wide level, GFHC offers a competitive salary commensurate with experience. Benefits include paid time off, holidays, medical, vision, and dental benefits plus life & disability insurance paid 100% by employer for employee, 403b (5% employer contribution), and more.

About Greater Flint Health Coalition:

Greater Flint Health Coalition serves as the neutral convener and backbone organization for public health and healthcare collaboration between Flint & Genesee County hospitals, physicians, insurers, businesses, government, public health, schools and colleges, nonprofits, and citizens. We work to improve the health status of area residents, and improve the quality and cost effectiveness of the healthcare system in our community. For more information on the GFHC and our work, please visit our website <http://www.gfhc.org>.

To apply, please submit the following Application Materials:

Qualified applicants please submit (a) cover letter (addressing how candidate meets qualifications), (b) resume, (c) salary history, and (d) employment references via email to jobs@flint.org, c/o Greater Flint Health Coalition, Attn: Human Resources, 519 S. Saginaw Street, Suite 306, Flint, Michigan 48502. In the subject line of your email, please write "Assistant Project Manager".

This position is open until filled.

Full posting also listed at <http://www.gfhc.org>.

NO PHONE CALLS PLEASE.

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