



Improving care through shared technology

QualityHealthNetwork.org

Job Description: Quality Projects Manager

Summary: QHN is hiring a self-motivated Project Manager with experience and a willingness to lead projects involving implementing technology solutions and tools that improve the health of the communities we serve. This role is a combination of project management as well as liaison with our stakeholders. The successful candidate will work with practices, agencies and stakeholders to support quality work and state projects such as: The State Innovation Model (SIM), Patient Centered Medical Home, Comprehensive Primary Care Plus (CPC+) and the Qualified Clinical Data Registry (QCDR) as well as ensuring deliverables will fall within the applicable scope and budget. We are looking for a creative and dedicated individual who will fit with our collaborative culture. If you enjoy working with other professionals who believe in creating innovative solutions to problems, we encourage you to apply. A background in healthcare or technology is a plus.

Responsibilities:

- Meet with project stakeholders to identify and clarify specific requirements and timeline of each project
- Delegate project tasks based on team members' individual strengths, skill sets, experience levels and availability
- Track project performance, specifically to analyze the successful completion of short- and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Concurrently manage multiple projects
- Report project status regularly and escalate issues with necessary.
- Use and continually develop leadership skills

Qualifications:

- Project Management Certification or relevant work experience in project management.
- Familiarity with project management principles
- Experience with process improvement
- Time management and analytical skills
- Working knowledge of Microsoft Excel
- Excellent client-facing communication skills
- Ability to quickly adapt to changing priorities

The Project Manager is an exempt position. Regional travel required. Some periodic overnight travel required