



Adirondack Health Institute

Project Specialist

Strong Project Management Experience Wanted!

Adirondack Health Institute (AHI) is an independent, non-profit organization that is leading the way in rural health care transformation across a nine-county region of the North Country. AHI supports hospitals, physician practices, behavioral health providers, community-based organizations, patients and others in our region to transform healthcare and improve population health.

AHI is seeking dedicated, motivated, and highly passionate individuals who share our drive and commitment to making a difference by improving the health of our community. We are seeking a **Project Specialist** to join our team in our Glens Falls, NY office.

The North Country Innovation Pilot (NCIP) **Project Specialist** will help lead and manage multiple project workstreams, guiding and collaborating with Project Leaders and team members to support the formulation and execution of program plans, strategies, and functions. This individual will support the development and execution of any and/or all phases and functions of the NCIP program and project management.

The North Country Innovation Pilot (NCIP) is an innovative model designed to promote health and well-being for the residents of a defined geography through an integrated and coordinated provider led health system inclusive of acute and primary care, behavioral health, specialty care and community-based providers impacting the social determinants of health.

Responsibilities of the Project Specialist also include:

- Providing day-to-day support with materials development, identifying key timelines and deliverables and anticipating and identifying potential challenges to successful and timely model development;
- Working closely with the PM Lead in all facets of model development; documenting and communicating with PM staff at individual providers to ensure consistency, continuity and efficacy of planning and development;
- Ensuring creation of workgroup project schedule(s) to achieve project objectives, the project schedule will include incremental phases and tasks;
- Developing and implementing a tracking tool to ensure timely completion of all required activities and deliverables;
- Managing the efforts and contributions of staff, partner organizations, third party contractors, and consultants, toward project objectives/phases/tasks, to ensure adherence to project schedule(s) and budgets and satisfactory quality of all deliverables;
- Conducting regular status meetings with project teams and providing reports to communicate work plans, tracking actual performance against plans and analyzing and addressing variances;
- Assisting with planning meetings and taking detailed minutes;
- Assisting with writing, editing and distributing email, correspondence memos, letters, and forms to workgroups membership, steering committee members and to State and Federal officials as needed;
- Assisting with the collection, review and analysis of data to prepare reports, charts, and other presentation materials; and
- Responding to or routing routine inquiries from external or internal sources.

Education & Experience: Ideal candidates will have a Bachelors' Degree in a related field and a minimum of 3 – 5 years' experience in project management. Equivalent combination of education and experience will be considered. Experience coordinating with managers, clients, and team members to set expectations, deliverables, and objectives is required. Candidates must have experience developing and implementing project management best practice process, as well as experience developing Statements of Work, Technical Proposals, Project Work Plans, Requests for Proposals, etc. End-to-end experience, from initiation through closing is required, as is experience managing multiple projects. Candidates must also have experience with project documentation creation (e.g. project charters, project schedules, risk/issue identification and mitigation planning). Candidates should also have experience directing cross-functional technical teams.

Knowledge of CMS and health care innovation models is required. Experience working with health providers, public and private payors and consumers is a must. Candidates must have experience providing leadership in most aspects of program and project management in a healthcare environment with PMP or equivalent certification a plus. Candidates must have a good knowledge and handling of project and program methodology and techniques. A good understanding of healthcare delivery systems, policy, and programs is required.

Other Skills: Candidates must possess strong organizational and planning skills. The ability to effectively problem-solve, the ability to find innovative and creative ways to solve problems, and the ability to resolve conflicting solutions is required. Candidates must have strong critical-thinking skills. Excellent verbal and written communication skills, interpersonal skills, and team building skills are required. Strong leadership and management skills are also required.

Other Requirements: Must have a valid New York State driver's license and vehicle or provide evidence of mobility within assigned community. Occasional travel to meetings within service area may be required. Travel is primarily during the business day.

Position Schedule: Full-Time; Monday through Friday with occasional early morning hours to accommodate special meetings or initiatives.

Notes: This is a grant-funded position. This position is anticipated to be funded for up to one year through a NYS grant. Planning activities will begin in 2019 with a targeted program launch in 2020, dependent upon planning outcomes.

At AHI, we are leading the way in rural healthcare transformation. By partnering with regional health care providers and community-based organizations, we strive to improve care, lower costs, and realize a healthier future for the Adirondack region. If you are enthusiastic, energetic, and ready to "roll up your sleeves," this is your new opportunity!

AHI provides a friendly and challenging work environment and a comprehensive benefits package. To apply, please visit <https://ahihealth.org/who-we-are/careers/> and complete an online application.

AHI is an Affirmative Action EEO employer and provides opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. AHI will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.