JOB DESCRIPTION

Job Title:

Health Care Project Manager

Reports to:

Executive Director

Effective Date:

ASAP

Job Summary:

The Finger Lakes Independent Provider Association (FLIPA) is a nonprofit membership association of safety net providers working in partnership to provide the highest quality healthcare to the most vulnerable populations in the Finger Lakes region of New York. FLIPA members include a combination of federally qualified health centers (FQHCs), behavioral health providers, and a rural health network.

The Project Manager will organize, manage, and plan complex projects for Finger Lakes IPA and supported affiliates in the research, development, and product implementation. This position will be responsible for the organization of workflows, execution, and completion of assigned projects. This may include managing relevant employees, setting deadlines, and ensuring projects remain on schedule and on budget. As this position will be managing projects related to critical funding sources, ensuring accuracy and accountability for all related parties is critical. The Project Manager will regularly communicate with the FLIPA team regarding assigned projects, project summaries and relative timelines.

Duties/ Responsibilities:

- Determines and defines project scope and objectives based on assigned tasks.
- Predicts resources needed to reach objectives and manage resources in an effective and efficient manner by providing cost analysis, budget estimates and resource requirements.
- Develops and manage a detailed project schedule and work plan.
- Creates long- and short-term plans, including setting targets for milestones, adhering to deadlines and allocating resources.
- Measures project performance and isolate KPIs to identify areas for improvement.
- Delegates tasks on the project to employees best positioned to complete them.
- Assists in the definition and education of project scope and goals.
- Provides project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.
- Communicates with executives and leadership to keep the project aligned with goals/objectives.
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.

- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including termination of the project if appropriate).
- Utilizes industry best practices, techniques, and standards throughout entire project execution.
- Addresses questions, concerns, and/or complaints throughout the project.
- Acts as a liaison between company, customers, and vendors.

Required Skills/Abilities:

- Excellent time management skills with a proven ability to meet deadlines.
- Knowledge of various project management methodologies (e.g., Agile/Scrum)
- Proficient with Microsoft Office Suite or related software.
- Proven ability to solve problems creatively.
- Strong familiarity with project management software tools, methodologies, and best practices.
- Experience seeing projects through the full life cycle.
- Excellent analytical skills.
- Strong interpersonal skills and have the ability to be independently resourceful.
- Proven ability to complete projects according to outlined scope, budget, and timeline.

Education and Experience:

- Bachelor's degree in related field, such as business, computer science, or engineering, or equivalent experience required.
- 3-5 years of project management and related experience required.
- PMP, PgMP, CAPM, and/or comparable project management certification, or working towards certifications, preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Supervisory Responsibilities:

- None.

Please forward your interest or inquiries to:
Attn: Lynda Brunner, FLIPA
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