

**Job Description**

**Job Title: Project Manager II**

**FLSA:** Salaried “Exempt”

**Base Salary:** $32.6899/hr. ($67,995 if annualized)

**Representation:** Represented

**Department:** Process & Systems Improvement

**Reports to:** Director of Organizational Development

***The Virginia Garcia Memorial Health Center’s mission is to provide high quality culturally appropriate healthcare to low-income residents of Washington and Yamhill Counties with a special emphasis on seasonal and migrant farm-workers and to others with barriers to receiving health care.***

**Job Summary**: The Project Manager II (PM-II) works with VG Management and staff to lead or coordinate the execution of and implementation of funded projects. This position works with executive management, other VG management and staff, and outside organizations to develop strategy, requirements, timelines, project plans and team charters, coordinate implementation, and provide a sustainability plan for maintaining the change. The PM-II is responsible for identifying key resources and providing the direction required for meeting the project objectives. The PM-II will direct the project deliverables, provide management of the project parts, deliver regular communications to project stakeholders and manage project resources. The PM-II will be trained in Lean methodology and provide coaching in Lean tools and methodology to the project teams.

**Essential Duties and Responsibilities:**

Project Initiation and Planning:

* Develop and manage master project plan that coordinates individual work tasks, schedules and preliminary project budgets.
* Assemble and lead meetings with project team members and stakeholders to define project scope.
* Organize project teams according to project requirements.
* Provider leadership and coaching to project team to identify time frame, methods for accomplishing the project, and allotment of available resources to various phases of the project.
* Work with the project teams to identify team leaders, and help provide coaching in Lean tools and methodology to the team leads and the team.
* Create documentation to capture and deal with changes in original project plan.
* Support project team to produce work breakdown structures that outline the individual project plans; assign duties, responsibilities and scope of authority to project team members.
* Develop and implement plans to communicate with and involve project stakeholders.
* Identify project risks, and decide which risks are likely to affect the project. Design strategies to manage and mitigate those risks.
* Assist with and oversee the development of project plans by Project Coordinators.
* Work with outside organizations to identify best practices and solutions that can be implemented as part of the project.

Project Execution, Control, and Closure:

* Provide support and oversite for the activities of the project team to insure the project progresses on schedule and within prescribed budget. This includes working closely with external resources that are supporting the project team.
* Monitor progress of work assignments; adjust and revise project schedules; coordinate project changes; update project schedules and budgets.
* Develop consensus on project schedules and inform project team members of progress and potential schedule slippages.
* Manage risks and respond to changes in risk over the course of the project. Evaluate project performance and deliverables to make certain project results meet the intended goal and objectives, and satisfy quality standards and stakeholder expectations.
* Work with the project teams and their leadership, including the Executive Team as needed, to identify ways to improve project outcomes.
* Provide support for and oversite of project implementation for projects assigned to Project Coordinators.

Project Communication:

* Communicate verbally and in writing with project stakeholders.
* Facilitate project team meetings and discussions to insure progress and positive team function.
* Coach team members on Lean methodology and tools.
* Facilitate organizational information meetings to convey project details and gather information on projects, and how they will affect the organization.
* Write project status reports. Develop and maintain project SharePoint site for documenting progress throughout the course of the project.
* Hold project assessment meeting at close of project, and insure sustainability plan is in place.

Other:

* Perform other duties as requested.
* Handle protected health information (PHI) in a manner consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**HIPAA Requirements:**

The Project Manager II will have access to protected health information (PHI) in the course of carrying out their duties. The PM-II will use the PHI for quality assurance/improvement operations. Applying the minimum necessary standard of Health Insurance Portability and Accountability Act of 1996 (HIPPA), the designated records sets to which the employee will have access include: the demographic and scheduling information in the practice management system and full medical record.

**Knowledge, Skills and Abilities Required:**

* Ability to self-manage and effectively manage multiple and competing demands.
* Ability to work in a timely, accurate and detail oriented manner.
* Logical decision-making skills.
* Ability to embrace change and innovation when appropriate.
* Understanding of Lean project management principles, processes, and practices.
* Team management techniques, principles and practices.
* Communication techniques to bring about agreement between divergent points of view.

**Education and Experience:**

* Ten years of project management experience; or four-year degree with a minimum of 3 years of project management experience; or advanced degree (MS/MBA) with 1 year experience including course work in project management, Lean, internships, or on the job experience.
* PMP preferred or ability to obtain PMP within a year of starting.
* Lean project management experience preferred.
* Experience in writing project plans, developing metrics, and delivering project status reports to stakeholders both internal and external preferred.
* Strong software experience and skills including experience with SharePoint and project management tools required.

**Behavioral Competencies:**

***Accountability***

* *Role model VG’s mission, vision, and shared values*

***Customer-Focus***

* *Listen to the voice of the customer and strive to delight them by exceeding their expectations*

***Teamwork***

* *If someone needs help, help them*

***Initiative***

* *Be innovative, apply fresh ideas, and continuously improve how you do your work*

***Confidentiality***

* *Maintain strict confidentiality and respect the privacy of others*

***Ethical***

* *Demonstrate integrity, honesty, and stewardship in all encounters at work*

***Respect***

* *Demonstrate consideration and appreciation for co-workers and patients*

***Communication***

* *Demonstrate the ability to convey thoughts and ideas as well as understand perspective of others*

**Physical Requirements:**

Percentage of time spent

* Standing/Walking: up to 20%
* Sitting: up to 80%
* Lifting/Carrying: less than 5%, may occasionally lift up to 20 lbs
* Must be able to type and read for extended periods
* Must be able to use the phone and other forms of communication

**Working Environment/Physical Hazards**

* Work in well-lighted, ventilated office environment.
* Potential exposure to blood borne pathogens and hazardous chemicals.

**Equipment used:**

Office equipment

* Computer: databases and word processing
* Telephone, Fax, Copier, Scanner

**Immunization:**

Staff member must meet immunizations requirements as stated in VGMHC’s immunization policy.

***Job description represent a general outline of the essential and major job duties, functions and qualifications required. They cannot be all-inclusive and comprehensive due to the dynamic nature of work performed to accomplish VGMHC’s Mission.***

**VGMHC is an Equal Opportunity Employer.  No person is unlawfully excluded from consideration for employment because of race, color, religious creed, national origin, ancestry, sex, age, veteran status, marital status or physical challenges.  The policy applies not only to recruitment and hiring practices, but also includes affirmative action in the area of placement, promotion, transfer, rate of pay and termination.**

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VG Home Location:** VG Administration

**HR/Payroll Coding**

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| --- | --- |
| **Cost Center** | 100 Administration |
| **Program** | 000 Administration/Foundation |
| **Department** | 094 Process & System Improvement |
| **Position Code** |  |
| **Revenue Source** | 000 Non Specific |