Job description

GENERAL SUMMARY OF POSITION:

Under the general direction of the CTC-RI Executive Director, SBIRT/CHT Project Manager (PM) is responsible for providing overall project management for the RI SIM SBIRT/CHT grant program. This project is a large scale, complex, statewide project with multiple implementation partners, multiple state funding partners from BHDDH, EOHHS and DOH and other external key stakeholders. Specifically, s/he is responsible for managing the scope, timeline, and budget for the establishment of 3 new Community Health Teams and providing additional resources to existing CHTs. This includes (but is not limited to) introducing SBIRT screening resources into CHT’s, emergency departments, Department of Corrections and service organizations. In addition, the PM will facilitate coordination with URI program evaluators and State HIT partners. The PM will have responsibility for project reporting to State and Federal stakeholders; oversight of sub vendor contracts and contract compliance.

**Responsibilities:**

MAJOR RESPONSIBILITIES:

* Convene and support project governance committees including an Executive Committee that brings together our State funding partners (BHDDH, EOHHS and DOH) with key members of the CTC leadership and the SBIRT/CHT implementation team. It is anticipated that these meeting will be monthly (at least initially).
* Convene and lead regular meetings of the SBIRT/CHT Implementation Team. It is expected that this operational meeting will be held monthly.
* For all committees the PM will establish Committee Charter, create agendas, document minutes, and track action items.
* The PM will facilitate the oversight of the centralized management operations team and deployment of SBIRT screeners in other key locations (e.g. Department of Corrections and Emergency Departments).
* Determine, manage and coordinate project resources
* Define clear project statements including goals, scope, resources, budget and timeline.
* Develop and maintain detailed project plans, communication plans, risk plans, quality plans, issue logs, and action items to deliver assigned projects successfully, e.g. on time, within budget and to scope.
* Develop a project dashboard to track milestone achievement and task completion and serve as a discussion point with key stakeholders for performance improvement action plans and results. Escalate issues to the CTC leadership and State Project Director as appropriate.
* Manage assigned projects within the guidelines and methodology prescribed in the CWM Project Management Guide.
* Ensure that project teams follow proper procedures for issue management, risk management, quality assurance and change management process.
* Act as point of contact for the State’s Project Director and other key statewide partners, including the Health Information Exchange, the Training and Resource Center, and the evaluators.
* Work with the statewide partners and sub-vendors for assessing the SBIRT and CHT sites to identify their ability to collect, share and report required data using HIT technology
* Schedule, facilitate and manage regular project team meetings, tracking all tasks and action items.
* Facilitate and support project team building activities.
* Provide regular status reports to the State Project Director, the CTC RI Executive Director and all other stakeholders.
* Use data to facilitate a collaborative process with statewide partners and sub-vendors to identify barriers, facilitators, lessons learned and best practices.
* Work with State, CHT leadership and the SBIRT Training and Resource Center to ensure development of tools, enhancements, trainings, workshops, and training materials helpful to CHTs. Work with the above organizations to create a website to post training materials.
* Convene annual or biannual CHT/SBIRT knowledge sharing conference.
* Ensure HIT assessment results are shared with other sites.
* Convene monthly meetings with CTC-RI, CHTs, and Centralized Management to discuss process improvement opportunities, and share best practices
* Monitor budget for possibility to take on “Special Enhancement Activities,” as described in Task 6.
* Performs other duties as required

**Qualifications:**

REQUIRED QUALIFICATIONS:

* Master’s degree or 5 years of project management experience managing projects of all sizes, complexity and duration including professional, administrative, supervisory or management experience or equivalent.
* Experience managing all aspects of large, complex, high-stakes, high-visibility, multi-disciplinary, multi-site projects involving multiple support units and internal and external stakeholders.
* Demonstrated strategic thinking and leadership capabilities
* Experience establishing and convening a Steering Committee of community leaders from varied backgrounds
* PMP certification desirable.
* Excellent verbal and written communication and presentation skills.
* Knowledge in developing, writing and delivering training.
* Ability to define and implement collection of measures and creation of metrics. Knowledge of Quality Assurance as it relates to a project’s life cycle.

**SUPERVISION RECEIVED:**

The SBIRT CHT Project Manager reports directly to the CTC-RI Executive Director. In addition, the CTC physician consultant and Sr. Project Director are available to provide direction as needed.

**SUPERVISION EXERCISED:**

The PM provides support and guidance to associate project managers and project team members.

**Additional Information:**

As an equal opportunity and affirmative action employer, UMMS recognizes the power of a diverse community and encourages applications from individuals with varied experiences, perspectives and backgrounds.