



Lifespan Health Center Job Description RCORP Project Manager

HARDIN COUNTY REGIONAL HEALTH CENTER

Department	Administration	Effective Date	Fall 2022
Reports To	Chief Executive Officer	Status	Exempt
Classification	Non-Essential	Revised	

POSITION SUMMARY:

The RCORP-BHS Project Manager coordinates and oversees the activities of the RCORP-BHS Consortium and works closely with Consortium partner leads to develop and maintain a strategic plan for the region.

JOB DUTIES/RESPONSIBILITIES:

1. Attends monthly calls with HRSA/Technical Assistance team and works closely with the HRSA-funded RCORP evaluator to contribute to a program-wide evaluation.
2. Responsible for the execution of MOUs between the project partners and annual review/renewal of MOUs.
3. Maintains and distributes a schedule for Consortium meetings.
4. Develops and implements a workforce plan and a sustainability plan.
5. Develops, implements, and reports project goals, objectives, and procedures.
6. Ensures the work plan activities are completed on time and within budget.
7. Provides oversight of the collection and compilation of data for reporting including the annual Needs Assessment.
8. Works closely with Consortium members and other partners to accomplish project goals, and to identify federal, state, and local and private OUD/SUD/BH resources, including payment models.
9. Develops access to funding streams to support high-quality SUD/OD/BH services.
10. Develops dissemination package and disseminate project results.
11. Oversees development of rural transportation model and the use of the CHES Health Software as an IT solution to bridge gaps in SUD recovery for service area.
12. Promotes screening and treatment of SUD/BH issues as a routine part of primary care including screening for ACEs and social determinants of health.
13. Manage other roles and responsibilities as indicated in the Work Plan.
14. Conducts ongoing analysis to identify opportunities to accomplish project goals.
15. Collects data biweekly from Consortium members via an aggregate data report, which includes volume of shared patients served, waivers provided, funding sources, and other relevant data as available.
16. Completes an annual update of the Needs Assessment to ensure ongoing comprehensive evaluation of health access and outcome disparities in the service area.
17. Provides analysis of data collected from Consortium members, community forums, and patient/family focus groups.
18. Conducts detailed collection and analysis of aggregate OUD/SUD/BH population data.
19. Conducts project monitoring to ensure progress towards meeting project objectives; tracking of outcomes, and products/deliverables; and effective participation in the HRSA-funded RCORP program-wide evaluation.
20. Participates in development of dissemination package.
21. Supervises other RCORP-BHS project staff.
22. Responsible for performing other duties as required assisting LIFESPAN in achieving its mission.
23. Responds to e-mail and telephone requests daily.
24. Demonstrates awareness of age specific, cultural, and spiritual practices of patients, staff, and visitors.
25. Understands the functional status and physical needs of patients, staff, and visitors.
26. Participates in continuing professional development activities as related to the position and the organization.

EDUCATION/EXPERIENCE:

1. High school diploma required, bachelor’s degree preferred.
2. Proficient in Microsoft Word, Excel, Access, Outlook, and the like.
3. Current, valid driver’s license and proof of auto insurance.

Language/Communication/Organizational Skills: Must demonstrate knowledge of skills necessary for communicating with all ages and diverse cultures. Must be able to assess situations, identify issues/problems and prioritize duties.

Mathematical Skills: Basic math

Reasoning Ability: Uses personal experience, knowledge, and other outside resources to make logical decisions to solve problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS:

Physical Demands: The physical demands described here are representative of those that must be met as an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand; to use hand to finger, handle, or feel objects, equipment, or controls, talk, and hear. The employee frequently is required to reach with hands and arms, stop, kneel, and bend. Physical ability to lift, twist, bend, push, pull; lift 10 lbs. frequently; 25 lbs. occasionally, and up to 75 lbs. with assistance rarely. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock and radiation. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes, airborne particles, toxic or causative chemicals. The noise level in the work environment is usually moderate. THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PEOPLE ASSIGNED TO THIS JOB. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES AND DUTIES.

JOB LOCATION: Work is performed in an office setting.

LEGAL COMPLIANCE: The employee understands and agrees to abide by the policies of Hardin Country Regional Health Center related to compliance.

DISCLAIMER: This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Lifespan Health is an Equal Opportunity Employer