

STRATEGIC PROJECTS MANAGER

The Fund for Public Health in New York City, (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

PROGRAM OVERVIEW

The Primary Care Information Project (PCIP), a bureau within the NYC Department of Health and Mental Hygiene (DOHMH), is devoted to improving population health by supporting and promoting primary care for all New Yorkers. PCIP also operates the New York City Regional Electronic Adoption Center for Health (NYC REACH) by assisting providers in New York City through practice transformation, quality improvement initiatives and other support services, such as Meaningful Use support, revenue cycle management, and data security. To find out more about this groundbreaking project visit us at www.nyc.gov/pcip or www.nycreach.org.

POSITION OVERVIEW

PCIP is seeking a **Strategic Projects Manager** who will oversee tracking and reporting of grant and program deliverables for practice transformation initiatives.

The **Strategic Projects Manager** will be responsible for managing and tracking grant deliverables; building, developing, and managing a team; and developing curriculum to be used to help clinicians stay on top of the ever-changing healthcare landscape and be able to smoothly transition to value-based, quality-driven, patient-centered patient care.

If you're looking for exciting work that moves the needle on patient outcomes, addresses health equity, shapes the future of healthcare delivery, and work in one of the most innovative health departments nationally, then bring your critical thinking skills and ability to process information quickly to this highly public facing and impactful role. This position reports to the Director of Strategy.

RESPONSIBILITIES

- Team Management & Development
 - Oversee a team of specialists who work in the field on practice transformation throughout NYC
 - Develop and implement staff development activities (e.g. trainings, shadowing, etc.)

- Coach each team member to ensure development towards organizational and personal goals
- Practice Facilitation
 - Manage a small caseload of physician practices and support practices as they work on transformation for success in value-based payments (VBP). Practice transformation projects include work towards practice recognition under the National Committee for Quality Assurance (NCQA) Patient-Centered Medical Home (PCMH) program and Centers for Medicaid and Medicare (CMS) initiatives. Will require training ability, EHR expertise, basic data analysis skills, and understanding of change management principles.
- Project Management
 - Serve as implementation and administrative lead on up to two grant-funded, state/federal-program-funded, or city-funded projects
 - Proactively identify and manage issues/risks
 - Create resource plans to ensure that each project is properly staffed and budgeted.
 - Identify strategies and develop metrics and processes to monitor and track progress of the program, establishing clear deliverables and project timelines
 - Coordinate activities with all stakeholders to meet deliverables
 - Coordinate cross team activities to complement the timely achievement of program deliverables
 - Coordinate progress reports to all stakeholders to ensure timely submission of invoices and deliverables
 - Develop modifications to Salesforce CRM workflow, and work with legal teams to ensure timely contract execution and management
 - Perform other administrative duties as needed

QUALIFICATIONS

- Master's degree - MPH, MPA, or other health care related field
- 2+ years professional experience in a healthcare setting
- 2+ years of grants management experience and management experience preferred
- Knowledge of Electronic Health Records, population management, quality improvement, meaningful use and PCMH
- Knowledge of principles related to payment reform, healthcare landscape and stakeholders (insurance companies, accountable care organizations, value-based payments, CMS, etc.)
- Excellent time management, attention to detail, organizational, writing and communication skills
- Excellent project management skills, customer service and relationship management
- Strong computer skills, with proficiency using Microsoft Office, Microsoft Project and CRM experience

There is a potential for this position to transition to DOHMH and therefore candidates must meet DOHMH eligibility requirements, including NYC residency.

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience and education.

TO APPLY

To apply, send resume, with cover letter, including salary requested and how your experience relates to this position to publichealthjobs@fphnyc.org indicating “**Strategic Projects Manager_ your name**” in the subject line.

The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.