



*Communities coming together to improve health.*

OCHIN recognizes that people do their best work and are most satisfied when working in a healthy work environment. OCHIN seeks to nurture a healthy and productive work atmosphere that supports current members of the team and one that is eager to welcome and adapt to new members as they are added. The following values have been identified as essential characteristics and behaviors of OCHIN's work environment. The following values establish a framework for employee and organizational expectations about what it means to work at OCHIN. OCHIN's core values become **Respect- Excellence- Adaptability- Listening- Innovation- Teamwork- Integrity REALITI**

**Role Name: Project Manager**

**Department: Project Management**

**Job Family: Project Management**

**Reports to: Director of the Project Management Office**

**Pay Range: Undetermined**  
Depending Upon Experience and Level of Responsibility

**Type of position:**  
 Full-time  
 Part-time  
 Contractor  
 Intern

**Hours 40/week**  
 Exempt  
 Nonexempt

**General Description:**

Provides project leadership and direction to any assigned project including software implementation and technical projects. Responsible for on-site partner implementation resources and processes. Coordinates and manages processes with contracted project managers and leadership. Works closely with project champions/owner to achieve agreement with service area design/ build decisions. Assists with management of cross-functional teams, developing systems specifications and requirements for application development projects. Participates in policy development, organizational process improvement.

**Technical duties:**

- Build and organize appropriate project plans for either software implementation or any assigned projects.
- Collaborate/ negotiate with project champions/owners on project management strategy, timeframes, and specific outcomes to be achieved.
- Assists in identifying opportunities for process and quality improvement
- Develop and maintain/revise all project materials
- Coordinates with partner site project managers to obtain necessary information, data, input to achieve on-time implementation goals
- Identify relevant stakeholders to any project and build communication strategies to keep project on time, within budget, and successful
- Provide on-site coordination & leadership for managing any project to successful completion
- Manage risks, communicate status, and negotiate changes in scope/resources/timeline to ensure project champion/owner and Partner/client is satisfied with results.
- Assists in development and strategy of customer service policies and tools
- Provides coordination among multiple parties participating in technical projects (vendor, OCHIN, clients, and external partners)
- Employs change management strategies and tactics.
- Works closely with project champions/owners and management to ensure projects and project tactics align with organizational goals.
- Participates in organizational strategic planning and resulting goals/ tactics

**Work experience & education requirements:**

Four year degree in IT or healthcare plus three years experience in complex project management, preferably in a healthcare and/or IT setting or equivalent experience. Master's Degree in healthcare related or business field desirable. Experience with project management tools and strategic planning. Experience with customer service improvement. Experience with Epic and Epic and/or PMI certification given preference.

**Required Job Skills:**

Needs skills in strategic planning, staff development, issue management and resolution, technical writing, management of staff and resources. Strong analytical and problem solving skills. Expertise in customer service management. Strong and effective listening, written, oral and presentation skills. Project management, facilitation, negotiating, process improvement, team leading/building, meetings and time management. Proficient in Microsoft Project. Obtain Epic certification.

Organizational Disclaimer

*Role descriptions are designed to outline primary duties, responsibilities and qualification requirements, and should not limit additional duties and responsibilities assigned. It is our expectation that each employee offers their services wherever and whenever deemed necessary to ensure the success of the organization.*

ADA Requirements

*Constant decision making, interpersonal skills, teamwork, creativity, customer service, mentoring, reading, writing, speaking and understanding English, independent judgment and use of discretion, problem analysis, negotiation, selling, and training. Frequent basic math. Occasional presentations and advanced math. Frequent keyboarding, sitting, standing, hearing, speaking.*