



Igniting Healthcare Change in WNY

Position Title: Manager, PMO

Reports to: Director, Project Management Office

Date Posted: March 1, 2019

Job Type: Full time

Position Summary

Millennium Collaborative Care, a Performing Provider System (PPS), is igniting healthcare change by partnering with physicians, healthcare providers and community-based organizations to improve the delivery of healthcare for over 270,000 Medicaid patients across the eight counties of Western New York.

We are seeking a highly motivated professional to join Millennium Collaborative Care as a Project Manager. The Project Manager will work collaboratively with regional project teams that include networks of providers and community-based partners to achieve Delivery System Reform Incentive Payment (DSRIP) program project goals. This will require considerable insight, knowledge, and skill to assess, design, develop, and execute new approaches to individual and multi-organizational developmental needs that lead to a redesigned workforce of the future in healthcare. The project manager will also support initiatives that are developed from partner incentive programs and complete other work as assigned.

The project manager will follow the Millennium Project Management Office-defined principles and tools.

Key Job Responsibilities

- Provide learning and development strategies and programs that deliver business results
- Develop communication and presentations to share information with key stakeholders
- Update project plan deliverables, adhere to deadlines, identify issues in project initiatives
- Use Millennium's Project Management Office tools to monitor and track progress towards completion of tasks and associated DSRIP timelines
- Manage project budgets when assigned
- Escalate issues to leadership and take corrective actions as needed
- Create and maintain comprehensive project documentation, plans, and reports
- Take project direction from business owners
- Support other project management initiatives and perform other duties, as necessary
- Ability to travel as needed

Competencies

- Excellent verbal and written communication skills, including active listening
- Excellent presentation skills
- Excellent interpersonal skills and the ability to work with people at all levels
- Self-motivated, self-sufficient, and able to adapt quickly to changing business needs
- Strong critical thinking with creative problem-solving skills
- Proficiency in Microsoft Excel, Word, and PowerPoint
- Excellent organizational skills, with attention to detail
- Ability to be a team player and a leader fostering collaboration
- Ability to manage vendor relationships

Required Qualifications

- Bachelor's degree in related field
- 3+ years of healthcare experience
- Previous project management experience
- Experience managing complex projects to successful completion
- Experience in managing multiple projects, milestones, and deadlines

Please email cover letter and resume to:
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Director of Human Resources and Workforce Development
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