

Project Manager - Revenue Cycle (Remote)

Fairview

Job Location: Saint Paul, MN-Remote

Full Time/Days

JOB SUMMARY:

The Project Manager is responsible for end-to-end project management support of one or more project workplans. The Project Manager will independently plan and effectively co-manage all aspects of small to medium size projects with the project owner (up to approximately \$2M) including cost, schedule, scope, quality, value, and project resources following the appropriate methodologies.

RESPONSIBILITIES:

- Deliver moderately complex project plans and deliverables through effective management of budget, schedule, scope, quality, issue, and risk. Accountable for supporting project owner including project communications, milestone tracking, resource planning, financials, risk assessment and contingency planning and escalation and resolution of critical issues to project sponsor/owners.
- Provide project leadership in a manner that supports leadership's timely delivery on commitments/tasks in support of broader project deliverables. Align and project manage cross-organizational resources to ensure timely execution of assigned tasks. Identify project plan requirements work with plan sponsors to ensure availability to deliver on project commitments.
- Support leadership vision, approach, objectives, and key deliverables; identify/track key measures of success. Develop a comprehensive project plan, incorporating deliverables, resource plans, milestones, accountabilities, communication plan and timelines. Ensure project tracking and status are maintained appropriately. Conduct research and tasks needed to ensure comprehensive efforts are defined and performed. Provide regular status reporting on plan progress and ensure all company standards are followed. Ensure appropriate testing and quality reviews are conducted and receive sign-off.
- Create and manage the overall project plan and communicate impacts to appropriate stakeholders. Lead and participate in regular post-implementation reviews and present project metrics to assist with evaluation of project quality. Provide regular status reporting for assigned releases. Log, track and escalate high priority project issues, risks and mitigation plan with leadership that may impact ability to deliver a quality project according to plan.
- Work effectively with business partners, vendors, and staff to develop the project agenda and ensure agreement/adoption of project objectives/deliverables by affected constituencies. Provide proactive project communication to project owner. Work to identify cross-organizational interdependencies and ensure appropriate integration to project plan. Effectively manage client expectations and resource requirements to ensure ownership and success.

ORGANIZATION EXPECTATIONS, AS APPLICABLE:

- Demonstrates ability to provide care or service adjusting approaches to reflect developmental level and cultural differences of population served
 - Partners with patient care giver in care/decision making.
 - Communicates in a respectful manner.
 - Ensures a safe, secure environment.
 - Individualizes plan of care to meet patient needs.
 - Modifies clinical interventions based on population served.
 - Provides patient education based on an assessment of learning needs of patient/care giver.
- Fulfills all organizational requirements
 - Completes all required learning relevant to the role
 - Complies with and maintains knowledge of all relevant laws, regulation, policies, procedures, and standards.
- Fosters a culture of improvement, efficiency, and innovative thinking.
- Performs other duties as assigned

REQUIRED EDUCATION:

- Bachelor's degree or equivalent combination of education/work experience

PREFERRED EDUCATION:

- Bachelor's degree

REQUIRED EXPERIENCE:

- 3-7 years project management experience
- Demonstrated ability to deal with ambiguity and to effectively manage within it
- Strong analytic and problem-solving skills
- Experience managing project plans, schedules, test plans, resources and budgets.
- Strong knowledge of the Microsoft Office suite of tools
- Successful track record of delivering projects that meet business objectives
- Ability to formally present project related information in a clear, concise and persuasive manner.
- Excellent facilitation skills and ability to drive resolution to issues.

PREFERRED EXPERIENCE:

- Successful experience driving cross-functional and cross-organizational teams to meet project objectives
- Proven skills in project management methodologies, processes, and industry standard tools
- Ability to formally present project related information in a clear, concise, and persuasive manner and to the executive level.
- Ability to relate well at all levels of the organization, building rapport and maintaining collaborative relationships
- Health Care industry experience
- Expert skills in project management methodologies, processes, and industry standard tools.
- Successful experience driving cross-organizational teams to meet project objectives; Leverages many years of experience to manage extensive projects, and is highly competent in the implementation of project results

LICENSE/CERTIFICATION/REGISTRATION:

- PMP Certification

FOR MORE INFORMATION/TO APPLY:

<https://careers.fairview.org/jobs/104455?lang=en-us>