



ETSUHealth

JOB DESCRIPTION

JOB TITLE: Title X Project Manager
EXEMPTION STATUS: Exempt: X Non-Exempt: _____
REVISED DATE: April 2022

SUMMARY: Under supervision of the clinic practice administrator, the project manager is responsible for directing, supervising, and coordinating the activities to provide quality, cost effective methods while meeting goals and objectives related to the Title X project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with clinic leadership and Title X state leadership to develop, define, manage, and implement the Title X program.
- Develops comprehensive project timelines and serves as the liaison between clinic staff, providers, residents, and students to ensure assigned tasks are completed and project goals and objectives are met.
- Able to navigate the medical system to gather the required information.
- Oversees Title X patient identification process.
- Maintains 340B pharmacy inventory and educational materials.
- Responsible for gathering, preparing, and submitting reports/data as directed by management and state contract.
- Ensure clinic staff and providers remain up to date on all program requirements and provide education regarding contraception services.
- Responsible for gathering and entering clinic charges related to Title X services.
- Attend program meetings as required by the state.
- Attend community outreach events to youth organizations as directed by practice administrator.
- Provides regular project status updates and identifies issues that may delay project completion to practice administrator.
- Develop system to ensure patient population receiving contraception services receives appropriate follow up.
- Communicates project status and goals, monitors project progress, and adjusts resources as necessary to keep the project on track. Project status includes progress on milestones, budgetary guidelines, or other performance indicators.
- Applies project management and tracking methodologies to manage all aspects of project progress.
- Other duties may be assigned.

EDUCATION AND/OR EXPERIENCE: Master's in public health (MPH) preferred or BS in healthcare administration with contraception service experience. Two years' experience as a project manager in a medical setting and experience in health education preferred. Additional experience in epidemiology, statistics, healthcare policy, managing grant finances and coding/charge entry preferred.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS: Ability to read, analyze, interpret, and comprehend instructions, (whether written or verbal), correspondence, professional journals, technical procedures, or governmental regulations. Ability to compose correspondence, documentation, reports, and procedures. Ability to effectively present information and respond to questions from managers, patients, physicians, and administration, whether in person or on the telephone. Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to the most sensitive inquiries, and situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure using whole number, common fractions, and decimals. Ability to calculate and apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem solving skills.

OTHER SKILLS AND ABILITIES: Strong communication (oral and written), problem-solving, analytic, interpersonal skills, and is: - motivated - accountable - adaptable - detail-oriented - customer service & requirements oriented - able to work effectively (independently and/or within teams) across functional areas in a collaborative environment - able to manage multiple tasks with competing timelines and deliverables - proficient with Microsoft Office suite of tools (i.e., Word, Excel)

Ability to manage multiple, concurrent priorities, and easily adapt to changing priorities. General knowledge of general laws, ordinances, and administrative policies impact on project. Ability to complete fiscal planning. Ability to write reports, business correspondence, and procedure manuals

Ability to establish and maintain effective working relationships with other employees, the Board, vendors, and various groups and agencies

WORK ENVIRONMENT: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a medical office settings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands and fingers to feel objects; hear at normal ranges within the setting. The employee is occasionally required to bend, stoop, kneel, crouch, crawl, climb, and balance. The employee must occasionally lift, carry, and/or move more than 50 pounds. Specific vision abilities required by this job include depth perception and the ability to adjust focus. Rapid mobility may also be required on occasions. Stress level may increase due to frequently dealing with employees, physicians, and other healthcare providers. Demands high levels of concentration and the ability to work in an emotionally charged and fast-paced environment.

DISCLAIMER: The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Health's Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Health, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Health may terminate employment at any time, for any reason.

By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.

Employee Signature

Date

Supervisor's Signature

Date

Human Resources Director

Date