



Job Title: Program Assistant
Department: Project Management Office
Hours: Full Time
FLSA: Exempt
Reporting: Directly reports to the Director, Project Management Office

About Suffolk Care Collaborative and its Central Services Organization

The Suffolk Care Collaborative (SCC) is a newly formed collaborative administered by the Office of Population Health (OPH) at Stony Brook Medicine. The vision for OPH is to improve county-wide health by addressing a wide range of challenges to health, to focus on building strategy and programs that will identify and stratify the risk in our population, and to improve clinical outcomes and financial results.

The OPH is comprised of three key functional areas, (1) project management office, (2) care management program and (3) network development, community/patient engagement and performance office. Our central service organization design is currently engaged to support the initiatives of the SCC as the Suffolk Performing Provider System (PPS) under the Delivery System Reform Incentive Payment (DSRIP) program. Through DSRIP, a grant waiver administered by the NYS DOH, allocated \$6.42 Billion Medicaid dollars to fundamentally restructure the health care delivery system to transition care delivery from a largely inpatient-focused system to a community-facing system that addresses both medical needs and social determinants of health. DSRIP is a 5-year, performance payment-based program with primary goal of reducing avoidable hospital use by 25% over 5 years. At the end of program life, the aim is for the newly-transformed system to be sustainable. Program efforts are focused on achieving improved overall health through integration of behavioral health and primary care, provision of appropriate levels of care management, and care delivery models designed to improve chronic disease prevention and outcomes.

The SCC is currently recruiting for a Program Assistant to support the function of the Project Management Office. The mission of the PMO is to provide an enterprise-wide approach to identify, prioritize and successfully execute a portfolio of initiatives and projects that are aligned with Stony Brook Medicine's population health management and DSRIP objectives.

Position Description

Reporting directly to the Director of the Project Management Office, the Program Assistant will be



responsible for assisting in the day-to-day operations of the Project Management Office portfolio of projects designed to meet DSRIP transformation goals, across partners who serve Suffolk County, NY.

To support successful implementation, the Program Assistant is expected to provide general administrative support to projects, under the direction of the Project Managers and Director of the Project Management Office. The Program Assistant will work with partners and key project stakeholders to solve daily business problems, perform tactical functions and may be the first point of contact for project communications. This role will require close coordination with OPH's functional areas. This work must be accomplished in support of overall program goals and will contribute to SCC ability to meet project milestones, including accurate and complete quality, process and financial reporting.

Core Job Responsibilities

- Provide organizational support to programs undertaken by the team, as necessary
- Help produce project proposals, business plans and data reports.
- Follow-up on correspondence and outstanding requests for resolution.
- Organize and maintain project files and databases.
- Ability to communicate work plans to all internal and external project stakeholders
- Ensure office management systems are functioning appropriately
- Contribute to social media activities on behalf of the collaborative
- Assisting in the coordination and delivery of events
- Respond to requests for information from members of the public and others
- Scheduling meetings, meeting minutes and pre-&-post meeting email communications to project stakeholders.
- Preparing presentation materials and project communication documents.
- Periodic Updates to SCC Website (including events calendar and other project related information)
- Maintain project documents and user accounts within SCC Partner Portal
- Manage Project Stakeholder Directories
- Perform research requested for project information
- Compile and manage SCC survey efforts to SCC partners
- Communication of SCC Data Requests and engagement with SCC partners as needed
- Organize Project Committee Meetings, Project Workgroup Meetings, Training Sessions
 - Book meeting rooms
 - Coordinate with IT to ensure meeting equipment is set up and functioning
 - Coordinate with partner organizations to organize meetings held "off site"

- Send out calendar invites
- Assists with the coordination of administrative and support functions including, photocopying, facsimiles, mail, directing callers appropriately as well as guest and visitors to the office.
- Processes incoming and outgoing communications in an effective and timely manner.
- Develops and maintains office filing systems so that needed information is readily accessible.
- Maintains a courteous and helpful approach when dealing with staff and visitors.
- Participate in project integration work across multiple DSRIP programs.
- Assist in the organizational work streams as they interface into the DSRIP project management plans, including but not limited to, governance, workforce, financial sustainability, funds flow, budget, information technology, population health management, clinical integration, compliance, audit, practitioner engagement, performance reporting, and cultural competency/health literacy.
- Assisting the Director of the PMO in preparing for and running local implementation and operational meetings with community providers and partners, other PPSs, and external stakeholders.
- Performs other related job duties as assigned.

Education and Experience

- Bachelor's degree required; master's in business administration (MBA), master's in public health (MPH), or master's in healthcare administration (MHA) is preferred.
- 2+ years administrative or relevant experience
- Experience in working within an integrated health system, hospital, health plan, and ambulatory care setting or population health organization.
- Working knowledge and interest in advancing the health care industry
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint, Outlook)
- Excellent communication, planning, organizational skills
- Ability to quickly learn new and utilize Project Management software tools, databases and software programs as needed.
- Web Design or Publisher experience preferred
- Strong verbal and written communication skills with those of diverse organizational levels and backgrounds
- Highly professional individual with strong interpersonal skills