



Job Title: Project Manager
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 Project Manager 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 Project Manager will be responsible for managing the day-to-day implementation and operations of one or more SCC programs or projects designed to meet DSRIP transformation goals, across partners who serve Suffolk County, NY.

To support successful implementation, the Project Manager is expected to oversee a defined set of project management, tracking, and reporting tools, and to establish effective working relationships with interdisciplinary clinical and operational teams across partner organizations. 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

- **Demonstrates ownership and accountability for project results, resolving any issues and solving problems throughout project life cycle.**
- Content expert in the DSRIP program requirements and health care landscape for projects under management.
- Remains informed of changing state regulations through regular communication with PMO and DSRIP leadership team, to the degree that project progress may be affected.
- Responsible for maintaining templates and tools to track project progress, drive decision making, and facilitate communication across the collaborative.
- Administrative function to include status reports, dashboards, issue tracking and resolution lists, databases, distribution lists, and meeting facilitation materials and coordination.
- Maintains timely, effective communications with the department leadership regarding all events or proposed changes which might impact regulatory issues, census variance, policies or procedures.
- Write project status reports, publications and articles in line with the SCC Communication Plan
- Communicates expectations to team members and stakeholders and act as a mediator lead, coach and motivate project team members on a proactive basis to foster the cohesive functioning of the interdisciplinary team.
- Drives progress by creating detailed project plans and timelines; assists project teams, committees and work groups, and partner organizations in operationalizing plans.
- Participate in project integration work across multiple DSRIP programs.
- Coordinating between SCC PMO and Health System PMO staff, including close collaboration with the other Health System Project Managers.
- Identification of partners to engage in data report requests to meet DSRIP patient engagement metrics for projects under management.

- Gap analysis of PPS partnerships to determine degree of readiness in projects, build scope of work to achieve project goals, project schedule, and the ability to communicate analysis effectively.
- Training of project stakeholders in Performance Logic PMO software tool and project management plans throughout project lifecycle
- Support all 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.
- Management of day-to-day operations of DSRIP initiatives at implementation sites, working closely with and supporting project stakeholders to facilitate timely and effective completion of deliverables required as part of the DSRIP Project Plan Application.
- 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.
- Assisting in the development of necessary documents, including but not limited to performance reports and financial reports, which will be used by the SCC to complete quarterly reports required by the state.
- Maintains and reports program monthly milestones during internal Project Management Office meetings, DSRIP Administration Task Force meetings and Project Advisory Committee meetings.
- Oversees daily operations and coordinates project activities through assigned staff; prioritizes and delegates work activities.
- Prepares budget proposals and recommendations and establishes a budget control system for controlling expenditures; controls expenditures in accordance with budget allocations; recommends equipment and resource needs for projects.
- Represents the project to key stakeholders and other interested parties.
- Facilitates project-related workshops, meetings or conferences with high impact on projects and partners; coordinates logistics, scheduling and participant communications.
- Facilitates coordination of all elements which support project work (meetings, agendas, deliverables, etc.) and provides logistical support, as needed.
- Manages project scope by ensuring changes to scope are documented and approved.
- Ongoing evaluation and identification of key partners engaged in project and supports ongoing efforts to grow and solicit new partners for enrollment into the SCC

- Maintains Policy/Procedure Index for projects under management
- Calendar-driven, support schedule and timeline by managing the critical path.
- Manage and facilitate NYS DOH waiver request and ongoing planning for DSRIP project waivers.
- 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.
- Project Management Professional (PMP)[®] certification preferred
- 3-5+ years of project or program management experience working within an integrated health system, health plan, and ambulatory care setting or population health organization.
- Working knowledge and interest in advancing the health care industry
- Knowledge of standard project management approaches
- Advanced proficiency in Microsoft Office: Word, Excel, PowerPoint, Outlook, Visio and Project
- Ability to quickly learn new and utilize Project Management software tools, databases and software programs as needed.
- Excellent written and oral presentation skills, with the ability to engage, inspire, build credibility and engender trust across all levels of an organization.
- Experience presenting in small workgroup settings and larger committees of up to 250 project stakeholders
- Experience implementing large-scale initiatives or leading large, multi-disciplinary teams
- Ability to prioritize responsibilities, handle multiple projects simultaneously and delegate responsibilities when appropriate.
- Highly professional individual with strong interpersonal and leadership skills
- Experience with work plans, budgets, and performance and financial reporting.
- Creative problem solving and critical thinking skills.
- Ability to work well under the pressure of deadlines and the stress of undertaking multiple projects at one time.
- Ability to work with minimal supervision, manage multiple deliverables, anticipate needs, and craft and implement solutions