



# Job Description

## JOB TITLE: Project Management Associate

|                                                         |                  |                                                                                             |                         |
|---------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------|-------------------------|
| <b>JOB STATUS:</b> (To be Completed by HR)              |                  |                                                                                             |                         |
| <b>JOB CODE:</b> HCS071                                 | <b>GRADE:</b> E4 | <b>FLSA:</b> <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt | <b>DATE:</b> 05/23/2018 |
| <b>SUPERVISOR:</b> Director, HCS Quality and Compliance |                  | <b>DEPARTMENT:</b> 570 - Healthcare Services                                                |                         |

**JOB PURPOSE:** A 1– 2 line sentence summary describing the primary purpose of the position.

Manage project activities related to the Health Care Services Team (HCS) and provide support and guidance to drive associated initiatives and activities. Lead and manage the implementation of various projects under supervision of the Director, HCS Quality and Compliance or Project Sponsor(s).

**ESSENTIAL JOB FUNCTIONS:** Using action verbs (i.e. coordinates, analyzes, etc.) list the job’s key duties/responsibilities.

Initiate, plan and manage projects with broad organizational or business impact, including creating workflows, defining tasks, and developing high-level and detailed timelines and project plans and other project artifacts.

Work cooperatively and effectively, facilitating interdepartmental workgroups and communication to set goals, resolve problems, and make decisions that enhance HCS project activities and organizational effectiveness.

Monitor and control all aspects of the project by measuring progress and correcting course when project goes beyond scope or is not meeting goals, budget, and/or objectives. Ensure project remains on timeline by managing schedules and resources and removing barriers. Work with project team, sponsors and/or Director, HCS Quality and Compliance to negotiate changes such as scope, timeline, deliverables and integration points.

Manage project risk by identifying, planning for, developing and implementing strategies to mitigate or minimize risks and monitor findings; monitor risks throughout the project. Appropriately escalate risks and/or issues to Director. Facilitate or assist with conflict resolution within project team.

Prepare project communications including status reports, dashboards, and other materials to keep management, business units, and other stakeholders informed of project status and related issues. Confer with project personnel to provide guidance and resolve problems. Respond to routine and non-routine inquiries from internal/ external customers. Facilitate internal and/or external meetings. Develop and present information in various formats to inform, gain cooperation and/or resolve issues.

Maintain positive relationships within SCAN business units and promote the collaboration and exchange of information between business units. Work with all levels of the organization from line staff to senior executive team.

Capture action items, notes, issues, risks, decisions associated with projects. Provide this information to the project team(s) and perform appropriate follow-up as needed.

Support data gathering and analysis activities of HCS project teams.

Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies.

Contribute to team effort by accomplishing related results as needed.

Other duties as assigned.

