

Job Title:	Informatics Project Manager	Reports To:	Director of Informatics
Location:		Travel Required:	
Level/Salary Range:	DOE	Position Type:	Exempt
HR Contact:	Claudria Hurt	Date Posted:	10/18/2018
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Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: Informatics Project Manager			

Job Description:
<p>Position Overview: The Informatics Project Manager assists in the day-to-day activities and executes informatics-related tasks for project deliverables. These projects serve a network of Safety Net Community Health Centers committed to the thoughtful use of leading-edge health information technology (HIT). The Informatics Project Manager will engage with a diverse audience of internal and external stakeholders and represent AllianceChicago (AC) in partnerships, meetings, and events.</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Facilitate management of Informatics project assignments, timelines, tracking, and documentation. • Maintain documentation for Informatics projects, including the following: project plans, estimates, timelines, dependencies, risk analysis, statements of work, scope definitions, milestone identification and status updates, meeting agendas and minutes. • Gather specifications and support discovery processes for new Informatics initiatives. • Assist with Agile/Scrum processes for the Informatics team, including sprint planning, daily scrums, Jira administration and ticket management, sprint review meetings, and retrospectives. • Work with cross-functional teams and internal/external stakeholders to establish positive, productive working relationships and achieve project goals. • Monitor project blockers and issues and escalate to leadership and colleagues as appropriate. • Serve as an Informatics representative and liaison in communication with colleagues, leadership, health centers, researchers, and partners. • Perform communication to internal/external stakeholders, not limited to but including the following: emails, phone calls, formal project documentation, meeting scheduling, meeting coordination, status updates, project plans, and/or virtual and in-person meeting presentations and facilitation. • Perform administration tasks in relationship to Informatics processes and projects, not limited to but including the following: scheduling coordination, meeting planning, document preparation, template creations for project management, and/or maintenance of internal documentation related to Informatics projects. <p>Education:</p> <ul style="list-style-type: none"> • Bachelor's Degree in a social, computer/technology, behavioral, and/or health science required. • Master's Degree preferred. <p>Experience:</p> <ul style="list-style-type: none"> • 2 years of experience in a healthcare environment, with a healthcare IT vendor, or working on healthcare research required. • 2 years of project management experience and/or PMP-certified required. • Academic, research, or work experience with an Electronic Health Record and/or HIT software development preferred. • Work experience in community health, with Community Health Centers, and/or in public health preferred. • Agile/Scrum experience preferred.

- Application experience preferred with the following: Jira, SalesForce, Microsoft Office Professional, Microsoft Visio, Microsoft Project, Balsamiq, Slack, Skype for Business, SharePoint.

Knowledge, Skills, & Abilities:

- Demonstrate and regard the AC Core Values: Learning & Innovation, Collaboration & Teamwork, Quality & Value, Communication & Transparency, Dependability & Integrity, Joy & Purpose.
- Personable, transparent, and professional communication and customer service skills, with comfort in speaking with and serving stakeholders across a variety of backgrounds (clinical, analytical, executive / C-suite, healthcare operations, research, technical).
- Ability to multi-task, manage, and work on simultaneous projects.
- Strong problem-solving skills.
- Meticulous attention to detail.

Working conditions:

- General office setting, extensive telephone and desk work at computer terminal
- May be required to lift, carry, bend, reach and stand with parcels up to 25 lbs.
- Will work in a close multidisciplinary team environment
- May interface with clients in various settings and may be working during on-site visits in clinical environments where medical equipment, chemicals and where communicable diseases and certain pathogens are present.

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.