

Job Title:	Project Manager & Process Improvement Engineer	Job Title:	Director of Practice Transformation
Location:	Chicago	Location:	Yes
Level/Salary Range:	DOE	Level/Salary Range:	Full Time
HR Contact:	Claudria Hurt	Posting Date:	5/2/2022
External Posting URL:			

Applications Accepted By:

Email: careers@alliancechicago.org or Fax: 312.274.0069

Subject Line: Project Manager & Process Improvement Engineer

Job Description:

Position Summary: The Project Manager and Process Improvement Engineer will (1) project manage the team's key projects and initiatives and (2) evaluate and analyze processes to identify areas of improvement opportunities; facilitate implementation of structured and sustainable solutions for internal and external customers.

Essential Duties:

- Develop and maintain a detailed and comprehensive project plan to monitor and track progress
- Coordinate internal and external resources for the seamless execution of projects
- Manage changes to the project scope, project schedule, and assess to mitigate potential risks
- Ongoing measurement of project performance
- Establish and maintain relationships with external partners and collaborators
- Participate in the planning, hosting, development, presentation and delivery of formal presentations or trainings and local or national conferences/events
- Partner with key stakeholders to identify critical to quality metrics, and support the operationalization of monitoring and management to deliver improved processes
- Leverage process engineering tools and problem-solving methodologies to deliver process improvements
- Analyze processes, data and systems to identify improvement opportunities and make improvement recommendations
- Create effective and compelling visual materials/presentations that support the process improvement impact to the customer
- Provide direction, guidance, and support to other project team members

Responsibilities include:

- Project management responsibilities include the coordination and completion of projects on time, within scope.
- Oversee the life cycle of the project from inception to completion.
- Set deadlines, assign and coordinate responsibilities across AllianceChicago teams and with external collaborators, monitor and summarize progress of project, ensure correct resources are mobilized and efforts coordinated to achieve successful completion of stated project goals and deliverables.
- Prepare reports for different audiences regarding status of project.
- Process improvement engineer responsibilities include designing, implementation and optimizing processes for improvement.
- Evaluate and analyze current process metrics and performance to identify areas requiring improvements.
- Provide and facilitate structured and sustainable solutions to complex learning and operational needs with an emphasis on streamlining processes.
- Work with internal and external customers to identify process improvement opportunities in the areas of quality, cost, performance, and preventive and predictive maintenance.

Education:

- B.A or B.S required; Master's degree preferred in health care, engineering, or related field; or equivalent work experience

Training/Experience:

- Minimum of 5 years of combined experience in project management and/or use of process improvement engineering principles for design/redesign for implementation

Knowledge, Skills, & Abilities:

- Effective Communication
- Complex Problem Solving
- Systems Analysis
- Data Analysis
- Systems Evaluation
- Improvement Methodologies (Lean, Six Sigma, IHI Model for QI, etc)
- Written and Oral Presentations
- Leadership
- Negotiation
- Organization
- Project Risk Management
- Coaching
- Microsoft Office Suite of Applications
- Experience electronic health record platforms
- Computer simulation and modeling of workflows a plus

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.