



# Genevive



## Job Description: Project Manager

**Job Title:** Project Manager

**Department:** Business Operations

**Position Summary:** The Project Manager will be responsible for owning and guiding leadership through all of Genevive clinical and non-clinical project management needs. This role is accountable for planning and allocating resources, preparing budgets, monitoring progress, and keeping stakeholders informed throughout the project lifecycle. All of this takes place within the framework of achieving a company's goals and achieving the project owner's vision.

**Supervision Received:** Vice President of Finance and Operations

**Supervision Exercised:** None

**Hours per Pay Period:** 80hrs

**Classification:**

Full-Time

Exempt

Part-Time

Non-Exempt

### Education/Qualifications:

- Bachelor's Degree
- Three or more years of healthcare experience preferred
- PMP certification preferred
- Willingness to understand at a high level learn complex physician practice capabilities and functions
- Excellent organizational and communication skills
- Familiarity with Microsoft project management and workflow documentation tools
- Proof of current COVID-19 Vaccination or medical or religious exemption on file with Human Resources

### Essential Functions:

- Ensure all projects are delivered on time within the stipulated scope
- Lead the initiation and planning of a project and ensure technical feasibility
- Ensure resource availability and allocation
- Develop a detailed plan to monitor and track the progress of the project
- Coordinate with internal and external parties for the flawless execution of projects
- Manage relationships between internal and external stakeholders
- Measure project performance using appropriate project management tools
- Perform risk management analysis to reduce project risks uncovering and communicating roadblocks in completing projects
- Create and maintain a comprehensive project documentation
- Document workflows of any new or existing process impacting the project
- Run meetings, take notes, and distribute action items to accountable members



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- Ensure all ongoing training and operational P&P's are completed
- Implement training schedules/plans as project dictates
- Develop centralized workflow documentation archive and systematically prioritize the development of open workflow gaps

## **2023 Success Measures:**

1. Identify and prioritize all open workflow documentation gaps by Q4
2. Inventory all open enterprise projects and working with Leadership to prioritize by Q3
3. Identify and implement project planning tool across the organization by Q3
4. Develop a status report our template and work with current project leadership by Q2

## **Physical/Mental Demands and Work Environment:**

- Requires sitting and standing associated with a normal work environment.
- May view computer screens for long periods of time.
- Performs highly complex and varied tasks requiring independent knowledge and its application to a variety of situations, as well as exercise of independent judgment.
- Must be able to prioritize activities when faced with competing demands.
- Requires the use of office equipment, such as a copiers, computers, tablets, telephones, and fax machines.
- Contact with NH staff, physicians, patients, and families at nursing home may be frequent and interruptive.

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_