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# Example of Health Project Manager Job Description

Our innovative and growing company is looking for a health project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for health project manager

* Develop and manage projects including scope, requirements, project plans, communication and issue resolution
* Provide administrative oversight of clinic team members including MD, nurse, social work and recovery coach
* Work collaboratively with practices to engage utilization of the clinic and ensure all state and federal compliance requirements in adhered to
* Lead workgroup dedicated to developing clinical workflows, policies, procedures
* Work with key stakeholders to ensure staff have the means and knowledge to bill for services provided
* Utilize metrics for evaluating and tracking the success of interventions
* Establish strong working relationships with clinical and administrative leaders across Partners entities
* Collaborate with eCare and I.T
* Monitors compliance with federal, state and local regulatory requirements and determines gap areas requiring action to ensure compliance
* Prepares compliance filings, submissions and summary reports to present to senior leaders and reporting agencies

## Qualifications for health project manager

* Must have a BS/MS degree
* 8+ years of relevant experience in EHS and auditing, including 5+ years of experience as a consultant with an organization with a strong business development focus
* Intuitive ability to recognize breakdowns/inconsistencies in EHS management
* Professionally attentive with an understanding of business acumen, business strategies and a desire for team collaboration
* Ability to be adaptable and flexible to changing situations and able to think outside the box
* Support regional initiatives that target business growth such as meetings and teleconferences, business development and marketing effort, client face-to-face meetings, conferences and proposal development