

Tribal ACH Senior Project Manager

Department	Accountable Communities of Health		
Supervisor	Associate Director	Status	Exempt
Revised	March 2017	Location	Spokane, WA

The Tribal ACH Project Manager will provide complex project management and analyst functions for a high-profile and politically nuanced effort for the three Tribal communities in our region and the Spokane urban Indian programs. This position involves coordinating with a range of Tribal leaders, and providers as well as with businesses and governmental sectors in health and social determinant service providers. A strategic thinker with proficient outcome-oriented change product will be needed in this position.

ESSENTIAL JOB FUNCTIONS

- Work collaboratively with Tribal leaders and teams to develop roles, processes, and strategies relative to the ACH Tribal efforts;
- Coordinate the start-up and functioning of a cross-sector Tribal and community teams for ACH strategy and proposed projects and strategy;
- Assure the development, use and status of effective charters or MOUs, operating agreements, work plans, and deliverables providing regular status reports to internal and external audiences, flagging issues that need additional attention
- Develop strong working relationships with cross-sector Tribal and community teams and work to understand perspectives and create an environment of mutual respect, trust and buy-in;
- Conceptualize critical paths for achievement of deliverables, gather and analyze feedback and information, develop outcome-based agendas, and facilitate meetings and/or arrange for the use of external facilitators where appropriate;
- Strategize with cross-sector members, colleagues, and other stakeholders on effective pathways to move the work forward;
- Assess needs for technical expertise and consultation throughout the project making recommendations for and procuring consultant services, within available budget;
- Prepare proposals, briefing documents, speaking points, presentations, reports, applications, budgets and/or other documents associated with moving work plans forward;
- Participate as a member of the core ACH staff team that liaisons to the Healthier Washington team, regional Health Coalitions, and other key partners in the region; and
- Participate in planning and technical assistance sessions with other ACH projects across the state, as appropriate.

QUALIFICATIONS

- Bachelor's degree preferred, will consider a combination of education and experience;

- 5 – 10 years' experience with advanced technical expertise in facilitating cross-sector planning in the health, human services, and/or community development fields and managing groups with multiple perspectives and interests;
- Knowledge of current health reform agendas and integration strategies in the social determinants of health services, health care delivery, and population health fields; and
- Broad knowledge of public policy and of the health and human service systems.

REQUIRED SKILLS

- Demonstrated track record having worked successfully with diverse stakeholders in a politically complex environment to incubate new coalitions or alliances, including development of governance structures;
- Demonstrated facilitation, negotiation, and consensus-building skills;
- Analytical and problem-solving skills;
- Public speaking and presentation skills;
- Policy development and interpretation skills;
- Advanced written and oral communication skills; ability to present complicated issues in an accessible manner to diverse audiences;
- Demonstrated experience working with diverse public and private sector stakeholders to manage multiple, competing interests to reach a shared goal; and
- Project management skills including experience leading multiple projects and tracking activities and deliverables to move projects forward and achieve outcomes

JOB CONDITIONS

The ACH PM will travel, attend evening meetings, and experience interruptions from time-to-time. Computer work for extended periods of time will be required as well as regular communication face-to-face, by email, and telephone with internal staff and external partners, Tribal and community leaders.

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All BHT employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

Employee Name

Signature (Verifying receipt and understanding of this job description)

Date