



Creating connections. Improving care.

Organizational Description:

The Greater Cincinnati Health Council is a widely recognized association that provides a unique forum where hospital and health care leaders connect to create a stronger health care community. For more than 50 years, the Council has served as a trusted voice on hospital and health care issues for the Tristate region. The Health Council is a not-for-profit membership organization comprised of 33 hospital members and more than 100 affiliate members (long-term care facilities and other non-hospital providers). For more information, please visit www.gchc.org.

The Council is seeking to fill a new half-time Project Manager position to lead its facilitation of the Southwest Ohio Community Care Transitions Collaborative. The Care Transitions Collaborative was created under a recently awarded contract with the Centers for Medicare and Medicaid Services (CMS). The Health Council is partnering with the Council on Aging (lead agency), five area hospitals, and several other organizations in this work.

This is a two-year, part-time position with the potential of an extension if additional funding becomes available.

Job Title: Project Manager, Southwest Ohio Community Care Transitions Collaborative (part time)

Job Summary:

Facilitates and coordinates the overall management and implementation of Greater Cincinnati Health Council and partner organization deliverables for the Southwest Ohio Community Care Transitions Collaboration (Care Transitions Collaborative). Tracks and reports project deliverables to community partners, Council on Aging and CMS.

Major Job Functions:

- Serves as overall project manager to ensure all Health Council CMS contract deliverables are successfully met in a timely manner
- Serves as the project's main contact with partner organizations
- Coordinates partner and team meetings, including preparing meeting agendas and follow-up summaries
- Coordinates work with the project quality improvement director and ensures project alignment with related Health Council and regional transformation work

- Prepares regular updates (internal and external) as required by funders and as assigned
- Monitors partner deliverables and intervenes as needed to ensure project deliverables are met by all partners
- Manages timely collection of data related to project performance and deliverables, analyzes trends including emerging challenges
- Assists in reporting of tracking measures desired by internal and external project evaluation teams
- Prepares and delivers presentations on the project for internal and external stakeholders

Required Skills, Knowledge, Abilities:

- Minimum 3-5 years project management experience; health care setting preferred
- Demonstrated ability to lead groups and facilitate change
- College degree in related field required
- Evidence of success with developing and monitoring budgets and project deliverables in complex, multi-year programs
- Skilled in written/verbal communications and development/execution of presentations
- Competent with Word, Excel software
- Ability to promote collaboration and manage small group processes

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Please send resume to:

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