

Project Manager and Analyst

Project: Four designated agencies; Lamoille County Mental Health Services, Northwestern Counseling & Support Services, Washington County Mental Health Services, and United Counseling Services are sponsoring a complex, multi-stream project. The goal of the Unified Electronic Medical Record (UEMR) Project is for 4 of the designated agencies in Vermont to implement an EMR with a single, unified, platform.

Description: the successful applicant will perform project management of individual streams of this large scale high impact project including components of system implementation for multiple agencies. Candidates will apply traditional project management skills to this UEMR implementation and will be responsible for the following, including but not limited to:

- Draft and manage project charter, plan tasks, timeline, budget management
- Liaison between vendor, DAs, VCP and other identified stakeholders
- Manage interactions between governance bodies and project teams
- Work with stakeholders and agency work groups at many organizational levels
- Prepare and present information to management bodies, including facilitating and administering both in-person and remote/web-based meetings, project status reports, maintaining meeting records
- Some process analysis and development of flow charts, cross-functional charts, and requirements analysis.
- Work with agencies on the management of scope and budget
- Develop and manage timelines
- Act as change management champion across the project
- Provide regular status updates to the Governance Committee
- Some high level business analysis may also be required, including process analysis and development of flow charts, cross-functional charts, and requirements analysis
- Coordination of work to include:
 - Logistics (scheduling human and physical resources)
 - Capturing of action items and meeting minutes
 - Producing status updates and other appropriate communication with Governance Committee
 - Managing project management online tools and resources
 - Creating, organizing and managing documentation, including version control
 - SOW (scope of work) management
 - Communicating with stakeholders
 - Develop and maintain WBS
 - Work with and oversee agency staff who will be performing hands on implementation work.
- Perform related duties as required

The successful candidate will work closely with DA EMR implementation project teams and will report directly to the Project Governance Committee Chair. Candidate will oversee the structure of assignments, decision making, and complexity to carrying out established work processes and operations. Project managers at this level will work with information technology (IT) staff, subject matter experts (SMEs), and management to coordinate planning, organizing, controlling, integrating, designing, and implementing the project. The successful candidate will ensure that project management principles are incorporated into this project. They will work with the Governance / Steering Committee and stakeholders to develop project charter, project plan and implement the project.

Environmental Factors: Work is performed in a standard office setting. Travel will be required within the state of Vermont for which private means of transportation should be available. Some overnight travel may be required. Work outside of regular business hours may be expected.

Minimum Qualifications

Knowledge, Skills and Abilities:

- Exceptional oral and written communication skills as well as negotiation and conflict management abilities.
- Considerable knowledge of project management principles and practices.
- Considerable knowledge of budgeting, cost management and contract review and management.
- Considerable experience managing project types with phased implementations that include multiple business units, vendors and consultants.
- Considerable knowledge of business analysis methods and application of those methods.
- Considerable knowledge of change management and working with a large group transformation.
- Ability to lead and work in a team environment.
- Experienced meeting facilitator.
- Understanding of technology, specifically project management platforms, web collaboration tools, and interactive web-based meeting platforms.
- Ability to establish and maintain effective working relationships.
- Competent with office automation and tools.
- Negotiation and conflict management skills.
- Familiarity with organizational change management.

Education and Experience:

Four (4) years or more of experience in the field of information technology where the primary role was project management. Experience with at least one EMR implementation.

OR

Certification as a Project Manager Professional AND two (2) years or more of experience in the field of information technology where the primary role was project manager. Experience with at least one EMR implementation.

Special Requirements:

Working knowledge of the healthcare or mental health domain and demonstrated leadership in organization change management would both be preferred.

Application:

Cover letter and resume / CV may be sent via email to Ken Gingras, HIT Director, Vermont Care Partners. Ken@VermontCarePartners.org. This is a contracted position, individuals or companies will both be considered. Please correspond in writing via email. No phone calls please.