

ELEMENT CARE

TITLE: Project Administrator UPDATED: 12/30/15

JOB FUNCTION: Operations FLSA STATUS: Exempt

GENERAL SUMMARY:

The Project Administrator collects data and provides analyses for a broad array of issues across the business operations and oversees operational projects. Position develops, implements and maintains healthcare related administrative processes/workflows. Ensures compliance with regulations mandated by CMS and EOHHS.

Essential Responsibilities:

- Contributes to providing appropriate information and reports to decision makers to help make better fact-based business decisions.
- Collects and studies data to reveal ways to enhance operational efficiencies.
- Manages and implements programs and strategies in support of operational performance.
- Manages projects to achieve operational initiatives.
- Coordinates communications on a regular and timely basis, ensuring all stakeholders are informed of project status, problems, and required actions.
- Assists with the development of policies, procedures and applicable workflows.
- Frequently contributes to the development and implementation of new ideas and methods.
- Exercises significant independent judgment to determine best method for accomplishing work and achieving objectives.
- Provides oversight of organization's compliance with CMS and EOHHS in areas which may include, but are not limited to, grievance process, service request denials and appeals, PAC meetings (both site and organization-wide) and other ongoing projects.
- Provides support to COO and Clinical Director as needed.
- Performs other duties as required.

Job Specification:

- Bachelor's degree in a work-related discipline/field from an accredited college or university, Master's degree preferred or current enrollment in a Master's level degree program
- Minimum of one(1) years of healthcare or clinical experience
- Minimum of three (3) years of progressive responsibility directly related work experience
- Ability to demonstrate initiative, good judgment and effective decision-making; exhibit strong process improvement orientation
- Ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Advanced computer skills (Access, Excel, PowerPoint and Word)
- Ability to interpret data and effectively present sophisticated analysis and findings
- Proven experience with managing projects independently