Description

Provides high quality & cost effective project management, consulting, & analytic support, assists senior consultants, clients, &/or groups in identifying & resolving issues of strategic importance to the organization and may assist senior consultants or manage complex projects independently.

Essential Functions:
• Defines & frames complex issues & develops time tables/processes for decision making
• Translates needs, issues, & ideas into effective strategies & action plans
• Coordinates team/project activities & schedules
• Researches key business issues & directs the collecting & analyzing of quantitative & qualitative data
• Synthesizes analysis & identifies key findings
• Assists in the determination of goals & priorities w/ team, clients, or project management sponsors
• Establishes team membership & project participants
• Develops proposals for clients outlining proposed project structure, approach, & work plan
• Provides staff leadership to project teams, as well as manages work of outside
Provides staff leadership to project teams, as well as manages work of outside consultants when needed
• Formulates specific implementation plans & evaluates the effectiveness of actions/programs implemented
• Communicates results/recommendations to project sponsors
• Develops creative alternative solutions
• Recommends action steps to team & client
• Plans & facilitates meetings
• Makes formal presentations to various senior level audiences
• Transfers project team knowledge/tools to client
• Participates in the development & management of the department, including coaching, recruiting, conducting performance reviews for analysts, & other departmental activities

Secondary Functions: This position will be working with Regional Mental Health (ASD), Pediatrics, and Physical Medicine and Rehabilitation and may be asked to travel to various locations throughout the Region. This position will provide project management for speech therapy, physical therapy and occupational therapy services for children with developmentally disabilities. Hours and duties may vary according to operational needs.

Qualifications

Basic Qualifications:
• Minimum four (4) years of related analytical &/or consulting experience required
• Bachelor’s degree or four (4) years of equivalent experience in business administration, economics, health care administration, operations research, public health administration, or other related field
• Master's degree preferred
• Specific technical expertise required as specified
• Ability to conduct & interpret quantitative/qualitative analysis
• Effective communication, consulting, interpersonal, presentation, & project management skills
• Must be able to work in a Labor/Management Partnership environment

Preferred Qualification:
• Experience working with schools, speech and occupational therapists preferred.

Schedule: Hours will flex dependent on case management needs