

# Louisiana Primary Care Association

## Position Description

**Position Title:** Health Center Controlled Network Project Manager  
Fulltime Exempt

**Supervisor:** Health Information Technology/HCCN Director

**Position Summary:** The HCCN Project Manager is responsible for grant program monitoring, compiling, and tracking activity, scheduling and participation efforts with HCCN Participating Health Centers (PHCs); maintaining ongoing deliverables matrices and functional feedback report cards for individual and network-wide aggregate goal reporting; and identifying gaps and priority measures to assist the HCCN team in assuring resources are allocated as efficiently as possible to fulfill HCCN deliverables.

### Responsibilities:

1. Serve as lead/team lead assigned to federal HCCN program grant writing applications
2. Serve as resource to team projects, goals and objective identification from grant/project initiation to completion, being productive and cost-efficient, creating milestone schedules, assisting in compilation of draft project work plans and budgets, and preparing action reports for HCCN program updates and application cycles.
3. Prepare compilation and completion of HCCN progress and PHC feedback reports, including creating surveys and maintaining project management reporting system databases.
4. Develop and maintain HCCN T/TA programmatic registration and participation logs, set up webinar and on-site activities and agendas, and attend each as documentation monitor of participants and material discussed, which will provide a standardized mechanism to track progress of both Network activities and individual PHC work plans.
5. Collect and monitor Smartsheet information for the HCCN grant application continuation submissions, update current goal percentages, and collect and compile qualitative and quantitative information from the health centers as needed for application and/or progress reporting processes.
6. Develop and deploy bi-annual participating health center surveys which will be utilized in T/TA needs development and benchmarking of goals and activities.
7. Collate information on each of the participating health centers for individual progress reports.
8. Assist in completion of work plan activities as assigned by HCCN and/or Divisional Director(s) and team members and identify gaps and priority measures to assist Directors in assuring resources are allocated as efficiently as possible.
9. Prepare monthly (bi-monthly) Project Office update agenda utilizing updates from responsible staff for individual work plan goal areas.

10. Facilitate EHR user-group forums to address PHC/HCCN issues, concerns and ability to serve as peer networking collaborator.
11. Coordinate data compilation for presentation(s) as needed for HCCN reporting and HRSA site visits and/or audits.
12. Support use of developing direct mail capabilities for PHCs that are not able to connect with an existing health information exchange; working with HCCN team and PHC members, assist in the development of a registry of direct mail addresses for all HCCN members and partner care delivery sites.
13. Assist in the development of instructional tools and training programs that familiarize PHC staff with available provider/patient portal functions.
14. Participate in core training and chronic care management best practices within community health center environments, exploring disease registry development, risk stratification and clinical decision support efforts with all internal divisions, relating to operational efficiencies and financial sustainability.
15. Participate in team efforts which perform analytic functions to develop dashboards of key clinical and operational indicators that are available to practices.

Minimum Qualifications:

- Bachelor's degree or equivalent experience in health related or technology field. Advanced degree preferred.
- A minimum of two (2) year experience in project management.
- Background and expertise in meeting facilitation and training required.
- Excellent analytical, research, and written /oral communication skills.
- Working knowledge of health IT systems (e.g., electronic health records, Meaningful Use, systems interoperability, patient portals, etc.)
- Knowledge of community clinic and Federally Qualified Health Centers (FQHC) operations preferred.
- Working knowledge of network and desktop systems preferred.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook required.
- Frequent car travel throughout the state.
- Occasional travel out of state.
- Ability to maintain confidential information.
- Ability to work as part of a team as well as independently with minimal supervision.
- Must possess a valid driver's license and have a reliable automobile that may be used for business purposes.

By signing and dating below, I agree that I have read this position description, and I have been made aware of the terms and conditions as they relate to my position. I understand, accept, and will comply with the job responsibilities delineated above.

---

Employee Signature

---

Date