

Are you ready to join a passionate community of people who are changing how health care is delivered? A place where you will find a career you love while truly making a difference building healthier communities. If this sounds like you, we would love to have you apply as **Program Manager, Clinical and Network Operations** with Medical Home Network (MHN)!

**MHN** is a not-for-profit collaborative that has fundamentally changed how care is delivered. Our proven model of care unites provider communities and diverse healthcare entities around a common goal: to redesign healthcare delivery and transform the way care is managed.

#### **THE PERKS**

- Fun, challenging, and collaborative work environment with passionate colleagues that care deeply about healthcare delivery.
- Recognized as One of the Best Places to Work in Healthcare by Modern Healthcare.
- Competitive benefits program including Medical, Vision, Dental, HSA, FSA, and 401k.
- Fitness reimbursement, commuter benefits, and tuition assistance.
- Great work life benefits- Paid time off, sick time, and 12 paid holidays.
- Hybrid schedule, 2 days on site 3 days remote.

#### **THE OPPORTUNITY:**

Reporting to the Senior Director of Program Services and Administration, the Program Manager, Clinical and Network Operations is accountable for supporting the development and implementation of the Wellness West formerly known as the West Side Health Equity Collaborative (). Working closely with the Wellness West leadership, the Program Manager plays a lead role in driving clinical initiatives with the Wellness West Operations team to develop and executive operational plans that align with Wellness West strategic goals.

This person must have the ability to partner cross-functionally and to remain highly adaptable in a launch context. It is expected that the successful candidate will accelerate in this role by driving results against objectives and working effectively within an integrated multistakeholder management framework.

#### **WHAT YOU CAN LOOK FORWARD TO:**

- Work closely with Wellness West's executive director and project director to lead the operational planning and execution of Wellness West's programming
- Drive day-to-day management or program activities towards realization of Wellness West strategic goals and deadlines
- Organize and motivate Wellness West team to lead and execute projects in a timely manner
- Create and manage project plans, working with Wellness West team to establish and build timelines
- Responsible for meeting management of designated clinical and race and health equity workgroups within the Wellness West governance structure to support leadership in developing agendas, preparing materials, and tracking follow-up notes and action items
- Manages and coordinates program tasks and initiatives to assist in advanced development and success of Wellness West. Tasks may include but are not limited to coordination with external collaterals including managed care organizations, the legal firm, the fiscal agent, the marketing and communications vendor and various other vendors or consultants.
- Supports Care Transformation managers with key implementation updates and communication including onboarding new sites

- Contribute to the formation and implementation of clinical and operational initiatives using evidence-based practices to drive results across the MHN population significantly improving care and reducing costs
- Fosters and maintains relationships within the network of Wellness West providers including assisting with contract management and maintain accurate records
- Partners with team members in advancing Wellness West project outcomes ensuring team meets objectives as defined in the scope of work and project plans.
- Along with project director monitors the progress of program components to ensure the overall goals, timelines, budget, and compliance are met.
- Represents Wellness West in the community, including internal committees and with key partners, and helps strengthen Wellness West's position as a local, community-based network
- Other tasks as needed to advance Wellness West and/or MHN's development

#### **WHAT YOU'LL NEED TO SUCCEED:**

- Bachelor's degree required. Master's degree preferred.
- Minimum of 3-5 years relevant experience in program or project management
- At least 3-5 years experience working in leadership in social services or healthcare related field
- Enthusiasm for working in underserved communities
- Excellent writing and presentation skills
- Tech savvy with experience using social media
- Strong interpersonal and communication skills
- Excellent organizational and planning skills
- Ability to handle multiple projects in a fast-paced environment
- Ability to collaborate, establish trust and build relationships at all levels of the organization

Medical Home Network is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.