Job Title: IT Project Manager
Reports To: Director of Project Management
Job Type: Full-Time
Location: Rochester, NY
Hybrid, remote options available.
Email resumes to: careers@grrhio.org

As the trusted data steward for secure health information exchange, Rochester RHIO is one of the most respected, trusted and successful health information exchanges in the United States. Rochester RHIO serves 14 counties in the greater Finger Lakes Region and 1.5 million residents. At Rochester RHIO, we love connecting with talented people who get excited about making a difference in patient care with health data.

Rochester RHIO requires all employees to comply with the company's COVID-19 vaccination policy upon hire. Please include 2-3 job references with your resume.

Job Summary:

Reporting to the Director of Project Management, the IT Project Manager is responsible for organizing, leading and managing all assigned projects with the goal of completing them timely and within budget, delivering specified requirements and meeting all expectations, whether it is an internal or external customer(s).

Key Responsibilities include, but are not limited to:

- Manage an assigned set of IT projects with both internal and external resources. This requires leading, directing, assigning tasks, reporting, and risk/issue mitigation.
- Develops, implements and evaluates goals and objectives, including project plan performance goals, priorities, and performance against objectives including development plans with team members.
- Communicate with internal and external customers, vendors and community stakeholders to manage expectations and facilitate relationships.
- Projects must be well-organized, execute smoothly and requirements communicated clearly.
- Ensure all assigned project requirements and objectives are correctly gathered, understood and properly documented prior to project start. This includes any signed contractual agreements, SOW(s) and regulatory compliance documentation.
- Evaluate potential problems and develop solutions.
- Ensure projects stay within budget and that SOW requirements are met/with the agreed upon scope. Anything outside what was agreed to require discussion, consensus and a change order.

- Manage projects for onboarding new Data Contributors and Data Consumers*
- Monitor HIE project implementations for accuracy and timeliness to ensure the focus on successfully achieving the project goals including compliance with reporting requirements.
- Involved in evaluating the use of current and emerging database tools, reporting tools strategies and technologies.
- Other project, database, reporting, customer communication-related activities, as assigned
- Assist in the creation, management and documentation processes for the review and evaluation of proposals.
- Assist in creating and updating processes for the Project Management team.

Required Skills & Abilities:

- 3-5 years of progressive experience as a project manager
- Background in Healthcare is *strongly preferred*
- Knowledge and experience in cross-functional project management methods and techniques
- Excellent organizational and communication skills, both written and verbal
- Ability to create and implement new work processes.
- Goal oriented and action-focused with ability to understand risks and discuss actions to resolve them.
- LSS and / or PMP certification is preferred
- Understanding of HL7 data is preferred
- Familiar with Jira and Salesforce is preferred
- Strong work ethic, self-motivated

Education/Experience

Bachelor's degree (B.A./B.S.) from an accredited college or university in Business or Public Administration, Economics, Heath Care or related field; or equivalent combination of education and experience. We are looking for a candidate with at least three-five years of progressive work experience and a proven track record in the implementation and management of information technology projects. To qualify, you should have a strong background with the healthcare industry working with Health Information Exchange operations and architecture.

More About the Company: Health information exchange services allow a medical care team to share records across institutions and practices, making patient information available wherever and whenever needed to provide the best care. Patients benefit from fewer repeated tests, easier second opinions, and a reduced risk of mistakes caused by

poor handwriting or incomplete records, and more informed care during office visits and emergencies. Rochester RHIO is a Qualified Entity of the Statewide Health Information Network of New York (SHIN-NY), and was founded in 2006. You can learn more at https://rochesterrhio.org.

Rochester RHIO is an equal opportunity employer, and we celebrate diversity at our organization.