

Project Manager II-Addiction Institute-Psychiatry

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Company: Mount Sinai Health System

Location: United States

Category: business-and-financial-operations

Job Description

Description

The Project Manager II develops and oversees the operational aspects and scope of a specific large-scale project, generally with system-wide implications. This individual creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Identifies resources and assigns individual responsibilities. S/he effectively applies project methodology and enforces standards while ensuring quality assurance procedures. (A Project by definition must have a timeline with a beginning and end date and differs from a business cycle.)

Responsibilities

Plans, directs and coordinates activities of designated project(s) to ensure that goals or objectives of the project are accomplished within prescribed time frame and funding parameters. Alters plans and makes recommendations for future project phases or future projects, based on lessons learned from the project.

Communicates project initiatives and tasks to team members and committee members clearly and regularly. Confers with staff to outline work plan and to assign duties, responsibilities, and scope of authority. Responds to feedback and status reports from the project team and applicable committees and Directors to revise the project tasks and/or timeline as necessary.

Works with project team subordinates to set meaningful performance objectives; sets specific performance goals and identifies measures for evaluating goal achievement.

Provides feedback, instruction, and development guidance to help others excel in their current or future job responsibilities; planning and supporting the development of individual skills and abilities.

Communicates high expectations; links performance improvement and skill development to relevant personal and business goals; checks for understanding of and commitment to performance and development goals as well as follow-up activities.

Provides guidance and positive models to help others develop; seeks suggestions for improving performance; collaboratively creates development plans that include activities targeted to specific goals; leverages environmental supports and removes development barriers; advocates for individual to higher levels of management to create development opportunities.

Monitors progress toward project milestones to ensure metrics are met in a timely fashion and within prescribed budget including consultants and outside vendors. Prepares project reports for management, client, or regulatory agencies as required.

Remains informed of changing applicable regulations which may affect project objectives, goals, progress and/or timelines. Alters project plan accordingly.

Facilitates coordination of all elements which support project work (meetings, agendas, deliverables, etc.). Maintains/updated schedules and calendars. Provides logistical support as needed. Establishes work plans and staffing for each phase of project, and arranges for recruitment or assignment of project personnel.

Develops a budget for the project and is responsible for the allocation of resources.

Ensures all staffing requirements and allotment of available resources to various phases of project are met. May contribute to the performance evaluation of the employees associated with the project and may evaluate vendors and consultants and their effectiveness and ability to deliver as promised.

Maintains effectiveness when experiencing major changes in work responsibilities or

environment; adjusts effectively to work within new work structures, processes, requirements or cultures.

Initiates and maintains strategic relationships with stakeholders inside and outside the health system (e.g. physicians, cross-functional partners, payers, suppliers, community representatives) to advance clinical and business goals.

Translates strategic priorities into operational reality; aligning communication, accountabilities, resource capabilities, internal processes, and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.

Ensures that those responsible for implementing a strategic initiative have role clarity and accountability for required actions and outputs as well as the authority to act in a way consistent with organizational values.

Actively maintains a broad awareness of the internal and external environment by accurately perceiving organizational, political, and social dynamics; proactively navigating the stakeholder environment to avoid unwanted or unproductive reactions and consequences.

Constantly monitors the organization (inside an out) to stay abreast of political realities (hidden agendas, motives, informal power struggles, etc.) assesses the views and positions of stakeholders on key issues.

Performs other related duties.

Qualifications

Bachelors degree or greater preferred, or combination of applicable experience and education

5+ years experience with Masters degree; 7+ years with Bachelors degree, of prior healthcare industry experience required, preferably in the areas of project management, change management, health care delivery re-design or integration, health policy reform.

Employer Description

Strength Through Diversity

The Mount Sinai Health System believes that diversity, equity, and inclusion are key drivers for excellence. We share a common devotion to delivering exceptional patient care. When you join us, you become a part of Mount Sinai's unrivaled record of achievement, education, and advancement as we revolutionize medicine together. We invite you to participate actively as a part of the Mount Sinai Health System team by:

Using a lens of equity in all aspects of patient care delivery, education, and research to promote policies and practices to allow opportunities for all to thrive and reach their potential.

Serving as a role model confronting racist, sexist, or other inappropriate actions by speaking up, challenging exclusionary organizational practices, and standing side-by-side in support of colleagues who experience discrimination.

Inspiring and fostering an environment of anti-racist behaviors among and between departments and co-workers.

We work hard to acquire and retain the best people and to create an inclusive, welcoming and nurturing work environment where all feel they are valued, belong and are able to professional advance. We share the belief that all employees, regardless of job title or expertise contribute to the patient experience and quality of patient care.

Explore more about this opportunity and how you can help us write a new chapter in our history!

“About the Mount Sinai Health System:

Mount Sinai Health System is one of the largest academic medical systems in the New York metro area, with more than 43,000 employees working across eight hospitals, more than 400 outpatient practices, more than 300 labs, a school of nursing, and a leading school of medicine and graduate education. Mount Sinai advances health for all people, everywhere, by taking on the most complex health care challenges of our time — discovering and applying new scientific learning and knowledge; developing safer, more effective treatments; educating the next generation of medical leaders and innovators; and supporting local communities by delivering high-quality care to all who need it. Through the integration of its hospitals, labs, and schools, Mount Sinai offers comprehensive health care solutions from birth through geriatrics, leveraging innovative approaches such as artificial intelligence and informatics while keeping patients' medical and emotional needs at the center of all

treatment. The Health System includes approximately 7,400 primary and specialty care physicians; 13 joint-venture outpatient surgery centers throughout the five boroughs of New York City, Westchester, Long Island, and Florida; and more than 30 affiliated community health centers. We are consistently ranked by U.S. News & World Report's Best Hospitals, receiving high Honor Roll status, and are highly ranked: No. 1 in Geriatrics and top 20 in Cardiology/Heart Surgery, Diabetes/Endocrinology, Gastroenterology/GI Surgery, Neurology/Neurosurgery, Orthopedics, Pulmonology/Lung Surgery, Rehabilitation, and Urology. New York Eye and Ear Infirmary of Mount Sinai is ranked No. 12 in Ophthalmology. U.S. News & World Report's "Best Children's Hospitals" ranks Mount Sinai Kravis Children's Hospital among the country's best in several pediatric specialties. The Icahn School of Medicine at Mount Sinai is ranked No. 14 nationwide in National Institutes of Health funding and in the 99th percentile in research dollars per investigator according to the Association of American Medical Colleges. Newsweek's "The World's Best Smart Hospitals" ranks The Mount Sinai Hospital as No. 1 in New York and in the top five globally, and Mount Sinai Morningside in the top 20 globally.

The Mount Sinai Health System is an equal opportunity employer. We comply with applicable Federal civil rights laws and does not discriminate, exclude, or treat people differently on the basis of race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, or gender expression. We are passionately committed to addressing racism and its effects on our faculty, staff, students, trainees, patients, visitors, and the communities we serve. Our goal is for Mount Sinai to become an anti-racist health care and learning institution that intentionally addresses structural racism."

EOE Minorities/Women/Disabled/Veterans

Compensation

The Mount Sinai Health System (MSHS) provides a salary range to comply with the New York City Law on Salary Transparency in Job Advertisements. The salary range for the role is \$79720 - \$119580 Annually. Actual salaries depend on a variety of factors, including experience, education, and hospital need. The salary range or contractual rate listed does not include bonuses/incentive, differential pay or other forms of compensation or benefits.

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