



**Central Oregon Health Council—Bend, Oregon  
Operations and Project Manager**

The Central Oregon Health Council (COHC) is seeking an operations and project manager. The COHC was created in 2011 to promote the health of our region's residents. The COHC serves as the governing body for the region's coordinated care organization.

**To Apply:**

For confidential consideration, please submit the following items to [macayla.claver@cohealthcouncil.org](mailto:macayla.claver@cohealthcouncil.org):

- Cover letter
- Resume
- Three professional references
- Salary history and expectations
- Concise summaries of specific projects and project outcomes

Deadline: Open Until Filled. Applications will be reviewed starting February 4, 2015.

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**Job Title:** Operations and Project Manager

**Salary:** Depends on experience

**Responsibilities:**

- Provide strategic oversight, coordination, and maintenance of identified projects
- Fulfill contract deliverables
- Fulfill legislative deliverables, including managing community engagement and involvement with the Regional Health Assessment and development of the Regional Health Improvement Plan
- Manage quality incentive metric projects as assigned
- Manage project plans, deliverables, dependencies, and outcomes for selected projects, including, but not limited to:
  - Community Pain Management Standards Task Force projects and deliverables
  - Regional Health Assessment and Regional Health Improvement Plan

- Operations Council health equity planning and planning for interpreter services
  - Integration Task Force projects and deliverables
  - Community Advisory Council projects and deliverables
- Define and determine the role of project management in identified projects, including specific roles and responsibilities for each project team member
- Work to achieve project goals and objectives within project timeframes and guidelines established by stakeholders and committees
- Provide timely notification of any project obstacles or changes in project timeframes
- Obtain key approvals from stakeholders when projects are completed
- Manage and resolve project-related issues, risks, and changes
- Prepare communication plans and related project status reports to key stakeholders, media, and governance bodies to provide project updates
- Identify and manage overall project dependencies
- Assist in developing and implementing strategic plans, including work plans to implement strategic plans
- Manage and report on budgets as assigned
- Manage project-related website communications and platform updates
- Identify processes and projects for outsourcing or process improvement
- Delegate project-support tasks to Operations Assistant as appropriate
- Assist in performing office financial procedures and tasks as assigned
- Create minutes for project meetings
- Serve as HIPAA Security Officer as assigned
- Manage undergraduate and graduate internship programs as assigned
- Supervise graduate interns

### **Qualification and Skill Requirements:**

- Strong computer and internet research skills
- Excellent interpersonal skills
- Project management skills
- Work plan development skills
- Ability to work well with internal and external staff and community partners
- Sensitivity to confidential matters
- Self-directed
- Ability to manage competing demands for time and deliverables
- Comfort with a fast-paced and intellectually challenging work environment

### **Experience Requirements:**

- At least three years of project management experience
- Project management experience must include projects that involve external community stakeholders
- Health care and community health project management experience strongly preferred

### **Education Requirements:**

Bachelor's degree required. Master's degree or project management certification preferred. Significant project management experience may substitute for education requirements.