

National Indian Health Board



**OPEN POSITION ANNOUNCEMENT
MAY 25, 2011**

**POSITION: Project Director, American Indian/Alaska Native Health
Information Technology (HITEC) National Regional Extension Center (REC)**

TO APPLY:

**SEND A COVER LETTER STATING YOUR QUALIFICATIONS FOR THE
POSITION, RESUME, SALARY REQUIREMENTS AND THREE
REFERENCES TO:**

VIA E-MAIL: LMARCENO@NIHB.ORG

VIA FACSIMILE: ATTENTION L. MARCENO – (202) 507-4071

POSITION OPENED UNTIL FILLED

JOB DESCRIPTION

The NIHB American Indian/Alaska Native National Regional Extension Center (REC) Project Director is responsible for the overall success, management and daily operations of all Health Information Technology (HITEC) REC-related services and service provider relationships associated with Electronic Health Records (EHR) applications including, but not limited to developing contracts to be utilized with REC Sub recipient Award Contractors, EHR vendors, Service Providers, and healthcare practitioners; coordinating with other RECs and identifying and disseminating best practices and lessons learned information on a national, bi-monthly basis; development of educational materials, training tools, and presentations; development and deployment of education and communication plans; educating the community and working closely with stakeholders and other interested parties to ensure REC understanding and gain buy-in; development of policies, procedures, and compliance guidelines for REC operations, including reporting requirements as per Office of National Coordinator (ONC) cooperative agreement requirements, such as appropriate American Recovery and Reinvestment Act (ARRA)

financial, progress, sub award monitoring and related submissions. Additionally, the REC Project Director will be responsible for compliance with REC project specific federally mandated privacy and security policy and procedure development applicable to Provider agreements and information collected for REC sign up and contracts; evaluation and monitoring of performance; and pursuing additional funds, resources and collaboration opportunities.

The Project Director will manage the NIHB HITECH REC staff, oversee all Project Managers in the various geographic areas within the REC and act as the primary point of contact to the Office of National Coordinator (ONC) within the US Department of Health and Human Services. The Project Director will report to the NIHB Executive Director or his/her designee regarding the day-to-day operations of the REC and will work directly with the NIHB Executive Director or his/her designee, NIHB Deputy Director, NIHB REC staff, regional REC staff and interested stakeholders in each Indian Health Service Area in setting direction for the REC. The Project Director will also frequently interact with Area Indian Health Boards, Tribal leaders, Site Managers and Health Directors including Claims, Finance, Member Services, Pharmacy, Health Services, Medical Affairs, and other departments requiring technical assistance and information as necessary.

The Project Director will manage the daily operations and budgeting, including development, fiscal management and oversight and is responsible for all deliverables associated with the project, ensuring that the funding is distributed and used in an appropriate manner consistent with the cooperative agreement goals and objectives, ensure that all project activities are directly responsive to the budget and deliverables, track the progress of all sub-awardees and provide technical assistance to sub-awardees as needed to ensure their success.

Position Responsibilities

Grants Compliance: Project Director is responsible for the orderly, consistent and reliable compliance with all ONC and NIHB policies related to governance, management, reporting and deliverables associated with the REC Project.

Staff Management: Provide direction to the NIHB REC Project Management team in the execution of their daily responsibilities. Perform personnel administration functions, including identifying staffing needs;

developing position descriptions; ensure that all staff are clear on their roles and responsibilities specific to the project; conduct performance reviews and assign and coordinate staff travel consistent with project plan and budget and subject to the rules of the NIHB.

Staff Development: Assess each employee's skill set and establish appropriate individual and group objectives. Create and implement action plans for skill development and growth that will meet both organizational needs and individual objectives.

Task Management: Provide oversight and management of individual tasks or projects as assigned. Assess resource requirements and manage resources to ensure assigned tasks have attendant funding and oversee timely and successful task completion. Supervise, facilitate, coordinate and assign appropriate project management tasks as necessary to ensure project success and timely completion of objectives.

Development of Business Specifications: Support REC business unit management to identify solutions to meet requirements. Provide guidance regarding functionality and capability of software tool(s). Analyze the capabilities of the application and the development tools available to determine both the technical and business approach, investigating alternative approaches in cases where the application and development tools do not support the business requirement.

REC Liaison for Business Areas: Work closely with the project management team and end users to answer questions regarding system functionality, triage requests and help the business areas identify appropriate processes and procedures for effectively using the technology systems and solutions.

Application Security: Develop Application Security process that defines appropriate user access.

Business Standards: Coordinate with the business community to develop standard policies and procedures. Provides overall counsel to NIHB Executive Staff and executes agreed upon direction for all REC activities for the organization. Provides guidance, information, messaging and information to all NIHB departments regarding REC project and/or activities. Manages the contract deliverables and their fulfillment with REC vendors and sub-awardees. Develop REC organization and staffing plan

according to deliverables and budget. Develop and monitor the REC strategic plan for NIHB. Establish priorities and provide timetables for application or business process implementation. Project REC requirements for the development of annual and long-term operating and budgets. Provide assistance to Tribal organizations and their health networks to meet systems standards and requirements. Manage employees, including assisting with staff selection. Identify and carry through staff training, performance appraisal, goal setting and resource allocation as allowed within the budget. Other projects and duties as assigned.

Job Requirements

- 7-10 years federal grants/project management experience.
- Effectively manage multiple, concurrent, high priority tasks.
- Must have working knowledge of the American Indian health care system.
- Lead a team with varying levels of technical and business abilities to ensure effective use of individual skills to achieve team goals and objectives.
- Identify and plan for system needs for the REC and its network of providers.
- Manage, coordinate and synthesize a complex national program involving geographically disparate vendors and sub-awardees to ensure performance and achievement of milestones and deliverables.
- Manage development of projects and foster necessary changes in system to meet information management needs of REC and its network.
- Establish and maintain effective interpersonal relationships with all levels of staff, other programs, other agencies, and effectively interface the Tribal operated health systems with those of other related entities as appropriate.
- Effectively communicate system requirements and abilities to internal and external users.
- Prepare clear, comprehensive written and oral reports.
- Encourage the professional performance and development of subordinate staff.

Experience & Education

- Minimum 3 years of experience in healthcare-related application support.
- Bachelor's degree or experience equivalent in management information systems or computer science preferred.
- HMO, Medicaid/ Medicare and insurance experience and/or related government or public service experience preferred.
- Tribal health systems health information technology (HIT) development and service delivery experience preferred.

Knowledge of:

- System development and management.
- Principles of information systems (IS) and management of a complex IS program, including both in-house services and outsourcing vendor arrangements.
- Principles and practices of health care, health care systems, and medical administration, as well as Medicaid/ Medicare requirements.
- Principles and techniques of effective supervision to include training and evaluation.
- Software development lifecycle.
- Software assurance and best practices.
- Healthcare operations.
- Application support and configuration.
- Development of business and technical specifications for software development.
- Development of technical documentation and standards.
- Indian Health Service and Tribal health models of health care delivery.