

Program Manager, Clinical Oversight and Monitoring

Only open to candidates residing in California	Opportunity to make a difference in your community	Position not eligible for sponsorship
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General Description

As the Program Manager, Clinical Oversight and Monitoring, you will play a pivotal role in overseeing health risk assessment (HRA) and care plan processes. You'll collaborate with internal stakeholders, manage vendor relationships, analyze program data, and ensure administrative efficiency. Your focus will be on driving performance metrics, maintaining quality, and ensuring compliance standards are met.

Duties & Responsibilities

Essential Functions:

- Act as the primary liaison with internal partners and application vendors, fostering strong relationships.
- Collect, compile, and analyze HRA and care plan program data to evaluate performance and adherence to timeliness standards.
- Utilize key performance indicator dashboards to monitor and enhance program performance.
- Identify issues, analyze data, and collaborate with business owners to improve processes and outcomes.
- Ensure HRA and care planning processes align with company policies and regulatory requirements.
- Facilitate stakeholder meetings, provide clear communication, and escalate concerns when necessary.
- Maintain a strong working knowledge of local, state, and federal regulations impacting HRAs and care planning within HPSM.
- Perform audits and provide program/project management support for improvement opportunities.

Requirements

These are the qualifications typically needed to succeed in this position. However, you don't need to meet every requirement to apply.

Education and experience

- Minimum of two (2) years' experience in project management, preferably in healthcare or managed care.
- Bachelor's degree in healthcare or related field required; Master's degree, MPH, MPP, MPA, MBA preferred.
- Experience with quality improvement and process improvement techniques.
- Managed Care experience preferred.

Knowledge of:

- Proficiency in Microsoft Office Suite applications.
- Strong understanding of project management principles and business administration trends.
- Knowledge of CMS and DHCS regulatory requirements.
- Adaptability to changing priorities and tasks, performing complex data analysis.
- Excellent communication and relationship-building skills.
- Ability to work effectively within a team and across organizational structures.
- Initiative, strong problem-solving abilities, and self-motivation.

Skills and Abilities:

- Proficiency in Microsoft Office Suite applications.
- Strong understanding of project management principles and business administration trends.
- Knowledge of CMS and DHCS regulatory requirements.
- Adaptability to changing priorities and tasks, performing complex data analysis.

- Excellent communication and relationship-building skills.
- Ability to work effectively within a team and across organizational structures.
- Initiative, strong problem-solving abilities, and self-motivation.

Salary and benefits

The starting salary range is \$89,554 - \$118,659 per year, depending on the candidate’s work experience.

Excellent benefits package includes:

- HPSM-paid premiums for employee’s medical, dental and vision coverage (employee pays 10% of each dependent’s premiums)
- Fully paid life, AD&D and LTD insurance
- Retirement plan (HPSM contributes equivalent of 10% of annual compensation)
- 12 paid holidays a year, 12 paid sick days a year and paid vacation starting at 16 days a year
- Tuition reimbursement plan
- Employee wellness program

To apply, submit a resume to careers@hpsm.org.

It is HPSM's policy to provide equal employment opportunity for all applicants and employees. HPSM does not unlawfully discriminate based on race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, veteran status, registered domestic partner status, genetic information, gender, gender identity, gender expression, or any other characteristic protected by applicable federal, state, or local law. HPSM also prohibits discrimination based on the perception that an applicant or employee has any of those characteristics or is associated with a person who has or is perceived to have any of those characteristics.