



Foundation for
Healthy Communities

POSITION ANNOUNCEMENT

Title: Project Manager

Reports to: Executive Director

Purpose: Responsible for the implementation of a new substance use disorder (SUD) project to establish medically assisted treatment (MAT) services in primary care or other health care settings and assist hospital emergency departments (ED) to improve access to quality SUD treatment for ED patients.

FLSA Status: Full-time/Exempt/Salaried

Essential Duties and Responsibilities:

- Lead statewide project to improve access to SUD treatment services. Work closely with health providers in various communities, Foundation staff and State officials in MAT program development activities and to improve access from EDs to SUD treatment services.
- Develop Letters of Agreement with external organizations that specify services to be delivered and reporting requirements to ensure accountability for the delivery of quality care.
- Manage all administrative tasks related to the project including internal and external financial and program reporting requirements.
- Establish and maintain timely communication with all project stakeholders.

Required Skills and Knowledge:

- Bachelor's degree, preferably in management or a health care discipline.
- Minimum four years' experience in a health care delivery system, preferably in ambulatory care setting.
- Excellent organizational skills, an aptitude for detailed problem solving and ability to meet all deadlines.
- Ability to work both independently and in a team oriented collaborative environment, ability to establish effective interpersonal relationships at all levels with external organizations and with internal staff.
- Strong written communication skills.
- Adherence to confidentiality requirements.
- Some in-state travel is required.
- Computer skills including proficiency in Microsoft Office applications.

This is a two year grant funded project. The Foundation for Healthy Communities is located at 125 Airport Road in Concord NH. Please send a letter describing your qualifications, a writing sample demonstrating your communication within an organization where you've worked and resume to Noreen Cremin (ncremin@healthynh.com) by August 5, 2016.