NOW HIRING: ACO Project Coordinator

The North Country Initiative (NCI) is seeking a full-time ACO Project Coordinator to join its team in Watertown, NY.

The ideal candidate will be well organized, flexible, and ready to accept the responsibility and challenges of coordinating Accountable Care Organization (ACO) program initiatives in Jefferson, Lewis and St. Lawrence counties. He or she must be analytical, detail-oriented and comfortable working with staff (at all levels) in a fast-paced environment, sometimes under pressure. Proactive thinking, resourcefulness, professionalism and confidentiality are all critical to this role.

Principal Duties:
- Organize and manage regular meetings and collaboratives with multiple stakeholders
- Assist with the development of communication strategies to support program goals and awareness
- Assist in the coordination of ACO-specific marketing and promotion
- Collaborate with ACO staff and supporting member programs to facilitate coordination of care and effective utilization of healthcare services
- Analyze and interpret data to evaluate program results, effectively communicate results to partners, and set up necessary action plans
- Work directly with primary care practices and/or clinics to assist them in meeting quality goals, participate in incentive programs and transform their practice to meet the future needs of the community
- Create and distribute internal and external communications on behalf of the ACO department, in collaboration with the NCI Director
- Act as liaison with external customers to facilitate resolution in a positive, effective and confidential manner
- Plan and coordinate all aspects of ACO-related events and/or meetings; assist with development, compilation and preparation of content for these events
- Assist the NCI Director with preparation of presentation materials and agendas for ACO and clinical committees
- Must be comfortable speaking, collaborating, and building relationships with groups of physicians and physician office staff
- Special projects and other duties as assigned

Skills and Qualifications:
- An associate’s degree in a clinical field of study or a healthcare-related bachelor’s degree preferred
- Minimum 2 years of healthcare experience preferred – please note that this is not a clinical role; however, this position will be working with clinicians and a strong understanding of clinical best practice, Patient Centered Medical Home requirements, clinical quality, and experience working with clinicians is strongly desired.
- Proficiency in Microsoft Word, Excel, Publisher, PowerPoint, and Outlook
- Excellent organizational and communication skills
- The ability to build positive working relationships, multitask and work independently on simultaneous tasks and/or projects
- Some travel required throughout the tri-county region
- Experience in process and performance improvement (i.e. Six Sigma) preferred

To Apply: Please send a resume, cover letter, and 3 professional references to dbogdan@fdrhpo.org or mail to: Deb Bogdan, 120 Washington Street, Suite 230, Watertown, NY 13601