



Specialist, Clinical Initiatives

Reports to: Sr. Manager, Clinical Initiatives		
Level/Grade Professional	Type of Position Full-Time	Hours/Week 40 hours week; exempt
GENERAL DESCRIPTION		
The Specialist, Clinical Initiatives reports to the Sr. Manager, Clinical Initiatives and is responsible for facilitating and supporting collaboration across regional healthcare providers through convening partners and managing centralized contracted resources.		
JOB RESPONSIBILITIES		
Clinical Group Convening		
The Specialist, Clinical Initiatives will promote regional collaboration and healthcare improvement through: <u>Convening and Facilitation</u>		
<ul style="list-style-type: none"> • Supporting The Health Collaborative’s portfolio of Affinity Groups (role-based groups designed to encourage networking, problem-solving, and surveillance of emergent population health or clinical issues) • Supporting the Sr. Manager in facilitating Action Groups (short-term, quality improvement projects) • Providing project management infrastructure and administrative support to member-identified healthcare improvement priorities (including but not limited to: meeting scheduling, agenda development, goal setting, and documentation) • Ensuring consistent member engagement through active monitoring and recruitment • Facilitating continuous improvement of work- and affinity group operations through consistent member communication and feedback • Maintaining strong client relationships through excellent customer service 		
<u>Data and Reporting</u>		
<ul style="list-style-type: none"> • Identifying, tracking, and reporting work- and affinity group performance metrics for reporting to The Health Collaborative executives and board • Monitoring internal data sources for clinical trends, presenting improvement opportunities to clinical work- and affinity groups • Maintaining databases, running basic analytics and creating simple visualizations 		
Contract Services Management		
The Specialist, Clinical Initiatives will support clinical operations by managing contracted, group-purchased services through:		
<ul style="list-style-type: none"> • Liaising between members, The Health Collaborative, and service providers, advocating for improvements as needed • Maintaining up-to-date contract agreements and payments with members • Exploring and procuring additional contracted services as needed • Executing state Trauma Registry reporting requirements (cleaning and submitting data, participating in statewide trauma networks) 		
Organizational		
The Specialist, Clinical Initiatives will support organizational security and responsiveness through:		
<ul style="list-style-type: none"> • Ensuring proper use and protection of information assets by complying with the organization’s information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization. • Representing members and member interests at regional and state coalitions • Other duties as assigned. 		
POSITION REQUIREMENTS		
Required experience/proficiency:		
<ul style="list-style-type: none"> • At least one year professional experience, preferably in a healthcare setting • Project Management methodologies • Experience working with clinical data, preferably health care data related to claims or clinical measures • Experience facilitating groups and meetings • Proficient in Microsoft Office suite • Ability to work independently and in small work groups with staff members and managers • Ability to generate innovative ideas to improve processes and create efficiencies 		

- Attention to detail
- Demonstrated commitment to values of integrity, customer service, innovation, and collaboration/teamwork required
- Commitment to diversity and inclusion in both internal operations and client relations
- Must be able to perform these essential functions with or without reasonable accommodation:
 - Remain in a stationary position approximately 75% of the time.
 - Frequently spend long hours in front of and/or operating a computer (approximately 75% of the time)
 - Exert up to 10 pounds of force occasionally and/ or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body.
 - Occasionally transport oneself or arrange own transportation to outside meetings/ events within the tri-state region.

Preferred:

- Knowledge of ICD-10 coding
- Knowledge of Trauma Registry data
- Experience working in a clinical setting
- Knowledge of Quality Improvement methodology

EDUCATION/CERTIFICATION REQUIREMENTS

- Bachelor’s degree required, preferably in a health-related field
- Work experience in a health care or other non-profit environment

OTHER INFORMATION

Specialist, Clinical Initiatives is expected to:

- Collaborate with other team members effectively through transparency and accountability
- Embrace continuous improvement activities of internal operations and external projects
- Demonstrate excellent customer service to both colleagues and customers
- Contribute meaningfully to the organization’s mission and vision
- Participate in organizational professional and personal development activities

APPROVED BY Tiffany Mattingly **DATE POSTED**

Disclaimer: Nothing in this job description restricts the company’s right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.