

JOB TITLE: Practice Transformation Manager Director, Office of Population Health
PROGRAM: Office of Population Health
SUPERVISOR: Director, Office of Population Health
POSTING DATES: 9/8/2017
HOURS: 40 hours/week, 9am – 5pm

DUTIES:

This position will assist the Executive Office in coordinating organization-wide performance management and continuous quality improvement activities toward achieving healthcare that is safe, effective, patient-centered, timely, efficient, and equitable. This position will report directly to the Director of the Office of Population Health.

The Practice Transformation Manager will:

- Become the content expert and project lead for National Center for Quality Assurance (NCQA) Patient-Centered Medical Home (PCMH) recognition by completing and maintaining PCMH training and certification, preparing required documentation, and completing the NCQA-PCMH recognition application and annual reports.
- Become the content expert and project lead for the Centers for Medicare and Medicaid Services (CMS) Electronic Health Record Incentive Program (Meaningful Use); support DotHouse Health physician and other providers in meeting Eligible Professional Meaningful Use registration and attestation.
- Work with the Chief Medical Officer in developing, implementing, and sustaining a healthcare provider performance management system that will use data, measurement and continuous quality improvement tools to enable DotHouse Health to deliver high quality healthcare. Quality healthcare is safe, effective, patient-centered, timely, efficient, and equitable.¹
- Coordinate the Performance Improvement Committee (PIC) including QI Team training and coaching and PIC meeting planning, content development, and facilitation under the supervision of the Chief Medical Officer.
- Develop and implement healthcare delivery workflows that support high quality and team-based healthcare delivery under the supervision of the Chief Medical Officer or designee in collaboration with the Senior Leadership Team.
- Provide direct supervision of the medical case management staff.
- Provide direct supervision of volunteer intern staff as needed.
- Operate independently. Use independent judgment and discretion to make decisions affecting programs and staff as it relates to operations/services and DotHouse Health policy.
- Work in a confidential capacity.
Perform other duties as required.

MINIMUM QUALIFICATIONS:

- Master's degree in science, public health, public policy, public administration, healthcare administration or related field with a concentration in quality improvement, health services, planning or management or related field required.
 - A minimum of 7 years of experience in healthcare, research analysis, evaluation methodologies, writing reports and preparing presentations is required.
 - Demonstrated experience in quality improvement is required.
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- Strong organizational and project management skills are required.
- Excellent oral and written communication skills are required.
- Demonstrated ability to facilitate meetings, discussions, and consensus processes is required.
- Experience and comfort in using Word, Excel and PowerPoint is required.
- Ability to effectively operate independently and under tight deadlines.
- Ability to work with a wide range of people including patient/consumers, direct service providing staff, physicians and other healthcare providers, and program and executive managers.
- Experience working in healthcare and/or community health center setting is strongly preferred
- A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

For consideration, please forward resume and salary requirements to:

DotHouse Health
Attn: Human Resources Department
1353 Dorchester Avenue
Dorchester, MA 02122
dh.jobs@dorchesterhouse.org

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