



MONUMENT
HEALTH

JOB DESCRIPTION

JOB TITLE	Project Coordinator
Effective Date	April 2023
Location	Grand Junction, CO

General Information

Status: FT, PT, or PRN	Hourly, Part Time
Approximate hours per week	20-30
Salary Range	\$18/hr
Position Reports to	Director of Operations
Exempt / Non-Exempt	Non-Exempt
Equal Pay Act Status: This salary range is based on singularly or in combination of the following categories: <ul style="list-style-type: none">• Seniority• Merit• Quantity/Quality• Geographic• Education, Training, or Experience (work related)• Travel Requirements	

Position Purpose (Summary)

We are seeking a motivated and organized individual to join our highly skilled team as a Project Coordinator. The Coordinator will contribute to team office functions as needed to help the office run in a smooth and efficient manner with minimal oversight. The Coordinator will collaborate with and support Monument Health team members on various projects. This position will assist with tracking and project management functions. The day's work will be varied and largely dependent on the major needs of the company at that time. An ideal candidate will have a keen eye for design, the ability to produce a finished product, and be highly organized.

Essential Job Functions

- Contribute to team office functions as needed to help the office run in a smooth and efficient manner with minimal oversight.
- Assist team members with projects. Projects can include entering data; printing letters, labels, reports, and/or other materials; mailing form letters; supporting offsite events.
- Track various functions and/or projects for members of the team.
- Archives files; may oversee day-to-day archiving operations.
- Establishes, maintains, processes, and/or updates files, records, and/or other documents.
- May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position.
- May schedule or assist in scheduling appointments, meetings, and/or conferences, as appropriate to the position.
- May order, stock, and distribute office supplies.
- May run various routine errands, as required, for the company.

- Primarily a desk job in an office environment requiring lifting ≤ 10 lbs, sitting for long periods of time, and repetitive movements.
- Other job related duties as assigned.

Knowledge, Skills, Abilities, and Other Characteristics

- 1+ year of experience using collaborative document management solutions such as Google Drive
- 1+ year of experience in Google Workspace and/or Microsoft Office Suite
- Reliable transportation and valid and current drivers license and auto insurance
- Willingness to adhere to and champion Monument Health’s Core Values: Community, Stewardship, Integrity, Accountability, Transparency, Results, Growth and Learning

Preferred Qualifications:

- Highly-motivated, self-driven person who can learn quickly and be comfortable in a fast-paced, start-up environment where direct feedback is regularly provided
- Background or educational training in business with an emphasis on project management and project plan development
- An intermediate understanding of design processes
- Knowledge of wellness or wellness platforms
- Work well independently and on a team

Education and Certifications Requirements

High school diploma required, some college preferred.

Monument Health Overview

Monument Health, LLC is a joint venture capitalized in 2015 and owned by St. Mary’s Regional Medical Center (and SCL Health) and Primary Care Partners. Monument Health facilitates the largest and most comprehensive clinically integrated network (CIN) on Colorado’s Western Slope and delivers high-impact population health services. The high performing integrated network and population health services allow for better, more coordinated care and cost containment.

Monument Health currently manages a network of 75,000 members across the Western Slope, which encompasses Commercial, Medicaid, CHP+, Medicare, Medicare Advantage, and Dual Special Needs (D-SNP) insurance plans. Monument Health is a co-branded commercial insurance product currently sold by Rocky Mountain Health Plans in Mesa and Delta counties on the Connect for Health Colorado insurance exchange. Self-funded employer groups may also utilize the Monument Health network and population health services on their TPA platforms. In addition, Monument Health offers contracting, data/analytics, population health and employee-based wellness programs and services.

Physical Aspects of the Job

Physical Activities

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Stand	X			
Walk	X			
Push	X			

Pull	X			
Carry objects	X			
Crawl	X			
Squat	X			
Sit				X
Use fine motor skills		X		
Repetitive motion (wrist)				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch	X			
Talk or hear				X
Taste or smell	X			
Using Telephone/Headset/Earbuds			X	
Using Computer, mouse, keyboard				X
Critical Thinking Skills			X	

Lifting Requirements

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Up to 10 lbs.				X
Up to 25 lbs.	X			
Up to 50 lbs.	X			
Up to 100 lbs.	X			
More than 100 lbs.	X			
Repetitive lifting	X			
Pushing, Pulling or Carrying	X			

Work Environment

The work environment is in an office environment.

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Risk of electrical shock	X			
Exposure to radiation	X			
Vibration	X			
Work in confined spaces	X			

Exposure to blood borne pathogens

X			
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Vision Requirements

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
4. Depth perception (three-dimensional vision, judge distances and spatial relationships).
5. Adjust focus.
6. No special vision requirements.

Noise Level

1. Very quiet (examples: forest trail, isolation booth for hearing test).
2. Quiet (examples: library, private office).
3. Moderate noise (examples: business office with computers and printers, light traffic).
4. Loud (examples: metal can manufacturing department, large earth-moving equipment).
5. Very loud (examples: jack hammer work, front row at rock concert).

Interested candidates should send letter of interest and resume to Marguerite Tuthill at support@monumenthealth.net.