



JOB DESCRIPTION

JOB TITLE	Network Development Manager
Effective Date	January 2024
Location	Grand Junction, CO. Hybrid considered.

General Information

Status: FT, PT, or PRN	Full Time
Approximate hours per week	40
Salary Range	\$50,000 - \$80,000
Position Reports to	Chief Operating Officer
Exempt / Non-Exempt	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 looking for an individual who has a passion for healthcare, project management, and provider contracting to take on a highly visible, newly-created role within the Monument Health team. This role will be responsible for several key pieces of Monument Health's strategy, including the development and maintenance of our network's relationships with specialty provider practices, collaboration with other Monument Health team members to develop chronic disease management programs and improve practice workflows, tracking performance towards shared savings/risk and financial metrics, and participation in contracting activities including identifying potential network participants and developing educational contracting resources.

This is a detail-oriented role with deep and meaningful connections across the Monument Health enterprise, including clinical operations, employer services, data and analytics, strategy, and process improvement. A successful candidate will possess knowledge of the current, and surrounding, Monument Health geographies, value-based contract approaches, and an ability to translate highly technical processes into accessible presentations and resource guides.

Essential Job Functions

- Manage the network's relationships with specialty practices
- Manage the provider rosters for multiple value-based and fee-for-service programs.
- Manage joint operating committee (JOC) meetings to assist with maintaining payor relationships. This involves setting agendas, compiling minutes and Board reports, and tracking identified action items.
- Interpret payor reports and work with Monument Health leadership and team members to develop programs to address identified areas for improvement.

- Develop contract performance dashboards to illustrate to leadership and stakeholders how value-based contracts are performing and forecast where final performance may land.
- Assist with the business development of provider support services and manage the developed programs.
- Work with stakeholders to identify education and resource development needs related to value-based contracts. Work with the Monument Health team members to develop necessary materials and distribute to network partners.
- Assist with network growth and network adequacy activities, including presentation and marketing material development, and forecasting potential impact on overall contract performance and membership.
- Mentor, oversee, manage, and be accountable for the work product and portfolios of potential direct reports, vendors, or contractors.
- Other job related duties as assigned.

Knowledge, Skills, Abilities, and Other Characteristics

- Healthcare experience or other experience having worked in a healthcare setting is preferred.
- 1-3 years experience working in a healthcare contracting, finance or project management oriented role. Experience in credentialing is preferred.
- Must be a highly-motivated and self-driven individual who can learn quickly and be comfortable in a fast-paced, start-up environment where direct feedback is regularly provided.
- Must work well independently and on a team, both in person, remotely, and in hybrid formats.
- Must be skilled in high-impact, business communication and demonstrate critical thinking skills.
- Demonstrated ability to successfully manage direct reports, vendor or contractor relationships and work.
- Advanced proficiency in Microsoft Office Suite or Google Office Suite.
- Must adopt and live the Monument Health core values.

Education and Certifications Requirements

Baccalaureate degree required.

Graduate degree in healthcare management or public health administration preferred.

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)
 Reach with hands and arms
 Climb or balance
 Stoop, kneel, crouch
 Talk or hear
 Taste or smell
 Using Telephone/Headset/Ear Buds
 Using Computer, mouse, keyboard
 Critical Thinking Skills

X			
X			
X			
X			
			X
X			
			X
			X
			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			

Vision Requirements

No special vision requirements.

Noise Level

Moderate noise (examples: business office with computers and printers, light traffic).

OSHA Category Classification	
Category	Category III
Description	The normal work routine of this position does not involve exposure to blood, body fluids, or tissues. The person holding this position will not be called upon to perform or assist in emergency medical care or first aid or to be potentially exposed in some way. Category III does include handling of implements, utensils, equipment; using public restrooms and public telephones; and personal contacts such as handshaking.

Submit your resume and cover letter to Marguerite Tuthill, COO, at support@monumenthealth.net to apply.