



JOB DESCRIPTION

JOB TITLE	Employer Solutions Manager
Effective Date	March 11, 2024
Location	Grand Junction, CO

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:

- Seniority
- Merit
- Quantity/Quality
- Geographic
- Education, Training, or Experience (work related)
- Travel Requirements

Position Purpose (Summary)

The Employer Solutions Manager will work closely with the Chief Operating Officer and organizational leadership in the development, facilitation, and support of the organization's employer operations and wellness initiatives. The Employer Solutions Manager will play a critical role in advancing and maintaining the organization's mission of better care, lower costs and healthier communities and will operate per Monument Health core values.

The Employer Solutions Manager must be passionate about improving the health of populations. They must be self-driven, have a sophisticated understanding of the operational and wellness needs of self-insured employers. They must identify, create, facilitate, and execute general management processes with little to no oversight. The Employer Solutions Manager will play an integral role regarding employer support and will be an effective communicator across multiple, cross-functional teams and most importantly, with employers. They will also be responsible for the project management and business development of Monument Health's wellness platform. They will be a subject matter expert on workplace wellness and health promotion. They are expected to represent Monument Health through community involvement and events; some will be outside of traditional working hours, such as early mornings, evenings and weekends. The Employer Solutions Manager will be required to operate according to Monument Health core values and help advance the mission and vision of Monument Health.

Hybrid work arrangement may be considered, with an understanding that a significant amount of onsite work in Grand Junction, CO will be required. Colorado residency required.

Essential Job Functions

- Drive routine employer group interactions and serve as a resource for employer queries, benefit plan support, open enrollment participation, and other activities as identified
- Drive the engagement of local self-insured employers under value-based partnerships that are consistent with employers' guiding principles and coordinate with their Third Party Administrators for contracting and network implementation and administration
- Accountable for the on-site development, coordination and facilitation of employer groups' open enrollment sessions, benefits fairs, etc.
- Project manage the development and maintenance of the wellness portal and serve as a subject matter expert on workplace wellness and health promotion to employers.
- Develop relevant collaterals and member engagement materials
- Supervise and manage team resources as required
- Regularly assess employer solutions operations for opportunities to improve effectiveness
- Support internal HR processes in accordance with state and federal guidelines, and maintain Monument Health policies & procedures with confidentiality
- Interact effectively with executives, the team, community partners, and clients in a friendly and professional manner
- Oversee the coordination of meetings and other events for the organization
- Accountable for office operations, such as but not limited to; kitchen/appliances upkeep, supplies and inventory, etc.
- Other responsibilities and projects as assigned

Knowledge, Skills, Abilities, and Other Characteristics

- Minimum of three (3) years experience working in a fast-paced, dynamic setting required; preference for experience in a healthcare setting or otherwise have an acquired knowledge of self-insured health plans, commercial health plans and value-based healthcare.
- Must be a 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.
- Must work well independently and on a team, both in person, remotely, and in hybrid formats.
- Demonstrated ability to lead a project from start to end.
- Experience having managed multiple projects at once and able to balance multiple stakeholders' opinions and priorities.
- Excellent customer service skills required with focus on providing high-quality, outcomes-driven member experiences.
- Must be skilled in high-impact, business communication and demonstrate critical thinking skills.
- Intermediate to advanced user of Google G-Suite and a willingness and demonstrated ability to learn other software.
- Must adopt and live the Monument Health core values.

Preferred Qualifications

- Experience with the local broker community and experience working with third party administrators
- Experience with HR benefits either internally or via consulting, particularly benefit design, management of a self-insured benefit plan, and developing wellness offerings
- Knowledge of value-based care fundamentals and particularly, applications to self-insured plans
- Experience with data representations, including Tableau, and pulling data from multiple sources into a cohesive and impactful report to stakeholders

Education and Certifications Requirements

Bachelor's degree required; preference for Business Administration, Healthcare Administration, or Health Promotion. Graduate degree preferred.

Monument Health Overview

Monument Health, LLC is a joint venture capitalized in 2015 and owned by St. Mary's Regional Hospital (and Intermountain Healthcare) 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.

This is a high-intensity role, located in Grand Junction, Colorado. Flexible work schedule may be considered.

Monument Health is an Equal Opportunity Employer – Minority / Women / Disability / Veteran / Gender Identity / Sexual Orientation. Monument Health is a strictly tobacco-free environment. Full benefits package including medical, dental, and vision insurance, retirement match, and unlimited PTO. Details available upon request.

If interested in the position, please submit your resume and cover letter to Marguerite Tuthill, COO, via Support@monumenthealth.net.

Physical Aspects of the Job

Physical Activities

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Stand				
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/Ear Buds				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			

Vision Requirements

No special vision requirements.

Noise Level

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

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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.