



MONUMENT  
HEALTH

**JOB DESCRIPTION**

<b>JOB TITLE</b>	Project Manager
Effective Date	June 3, 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 Project 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 Project Manager will play a critical role in advancing and maintaining the organization's mission of better care, lower costs and healthier communities.

The Project Manager must be self-driven, detail-oriented, and dedicated to developing long-term relationships with our self-insured employers. The Project Manager must have the ability to identify, create, facilitate, and execute general management processes with little to no oversight. The Project 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 be a subject matter expert on workplace wellness and health promotion for the employers Monument serves. 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 Project 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. Grand Valley residency required.

**Essential Job Functions**

- Drive routine employer group interactions and serve as the main point of contact 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 network implementation and administration
- Accountable for the on-site development, coordination and facilitation of employer groups' open enrollment sessions, benefits fairs, etc.
- Serve as a subject matter expert on workplace wellness and health promotion to employers.
- Develop relevant collaterals and member engagement materials for employers and wellness platform clients
- Regularly assess employer solutions operations for opportunities to improve effectiveness
- Interact effectively with executives, the team, community partners, and clients in a friendly and professional manner
- Oversee the coordination of employer meetings and other events for the organization
- Other responsibilities and projects as assigned

### **Knowledge, Skills, Abilities, and Other Characteristics**

- Minimum of three (3) years experience working in project management required; preferable in a healthcare or health insurance setting
- 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, 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

- PMP certified
- Experience with the local broker community and experience working with third party administrators
- 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 with multiple payors. 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](mailto: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

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**Lifting Requirements**

Amount of Time

-1/3	1/3	2/3	2/3+
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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+
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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**

<b>Category</b>	Category III
<b>Description</b>	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.