POSITION DESCRIPTION

Job Title: Flex Program Specialist

Reports To: Flex Director

Job Purpose: Under Flex Director’s supervision, the Flex Program Specialist is responsible for monitoring Montana Medicare Rural Hospital Flexibility Grant activities.

Listed below is an outline of the major duties and responsibilities required of the Flex Program Specialist. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties that will be required to be performed.

Major Duties and Responsibilities:
1. Assess Flex work plan measures; gather data monthly and report as needed to other Flex staff, compile quarterly report to DPHHS, yearly reporting to PIMS and other updates as needed.
2. Keep current information systems including website, list serves, and email marketing.
3. Manage the PIN benchmarking project.
4. Manage data collection, deadlines, participation, and communication for MBQIP.
5. Assist Rural Hospital Improvement Coordinator to track and coordinate projects.
6. Execute scholarship programs for MHIMA, MT-HFMA, APIC.
7. Work with Flex Director and Rural Hospital Improvement Coordinator to develop meeting agendas, education webinars, contact speakers, conduct meetings and complete continuing education applications.
8. Direct activities and supervise administrative and support staff work related to the execution of pertinent work plan activities as identified.
9. Initiate contact with and orient new CAH staff on the Flex program and its benefits and follow up with those contacts; facilitating on-site follow-up as necessary.
10. Participate in professional development as determined necessary to enhance capacity to manage projects.
11. Attend and participate in local and state meetings and conferences as appropriate.
12. Manage requests for routine program information either orally or in writing. Perform other duties as assigned.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed above.
Education and Experience
Minimum of Bachelor’s degree is preferred in a health related field and one to two years of progressively responsible experience in the health care field and/or project management setting. Equivalent combination of education and experience will be considered.

Travel Requirement
Travel within the State will be episodic and occasionally could be significant. Travel will include CAH site visits, regional meetings, regional workshops, educational meetings, etc. MHREF/Flex provided rental cars for all instate travel.

General Characteristics
A high level of responsibility and organization, excellent customer service skills and computer experience required. Experience with presentations; high level of professionalism in work settings; excellent communications skills – both oral and written; ability to promote Flex programs; strong problem-solving skills. Working knowledge of medical terminology desirable.

Language Skills
Strong oral and written communications skills required. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals and to effectively present information and respond to questions from groups of hospital executives and managers, board trustees, medical professionals, other facility staff and the general public.

Mathematical Skills
Ability to apply mathematical concepts such as probability and statistical inference, fractions, percentages, ratios and proportions to practical situations. Experience with data collection, interpretation and analysis is preferred.

Reasoning Ability
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to manipulate objects, tools, or controls. The employee is regularly required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.
**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position normally works in a professional office environment with occasional noise. Overnight and day travel may be required on an infrequent basis. Employee must hold a valid, unrestricted Montana driver’s license.

**Status**
Full-time. Continued employment is dependent upon availability of grant funding. FLSA status of this position is Non-Exempt.

4/2/2020