



Idaho Primary Care Association
Improving Access to Primary Health Care

Position: Project Specialist – Patient-Centered Medical Home
Reports to: Director of Clinical Quality/Medical Home Facilitator
Hours: Full Time
FSLA Status: Exempt
Date: July 1, 2010

General Statement:

About IPCA: Idaho Primary Care Association is a not-for-profit 501(c)(3) membership organization serving Community and Migrant Health Centers (CHCs) and other organizations that represent primary health care interests of medically underserved people in the State of Idaho.

Position Purpose: The Project Specialist is a three-year position that will provide professional-level project support and coordination under the direction of the Director of Clinical Quality/Medical Home Facilitator. The Patient Centered Medical Home Initiative is a national initiative funded by the Commonwealth Fund and the Blue Cross of Idaho Foundation for Health that will develop the Patient-Centered Medical Home model of primary care in safety net clinics throughout Idaho. The Project Specialist will work with the Medical Home Facilitator and participating clinics to assist them in developing the medical home model within their organizations. This position will also require a portion of time for work with the Executive Director on developing the framework for payment policy and reimbursement reform.

Duties and Responsibilities:

1. Provide general project support to the Director of Clinical Quality/Medical Home Facilitator and the Executive Director as identified in the Patient-Centered Medical Home Initiative work plan.
2. Complete assigned projects, including day-to-day activities, deliverables and frequent communication with participating clinics.
3. Develop and maintain systems for collecting, monitoring, analyzing and reporting project data.
4. Assist with coaching, facilitating and team-building activities with partner clinic staff.
5. Assist in the development of background information, presentations, graphics and printed materials in support of project objectives.
6. Assist in maintaining project resource materials and publications.
7. Assist in development of periodic reports to grantor as required.
8. Conduct regular and ongoing communication with staff and leadership at all levels of the organization in support of project priorities and initiatives including the Project Stakeholder Advisory Group and the Idaho Primary Care Association Board of Directors.
9. Support the development of high level, professional relationships with the public and outside organizations.
10. Attend local, regional and national-level meetings and conferences, as appropriate, in support of assigned program objectives.



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11. Assist with research, presentations, and other duties associated with policy activation and reimbursement reform as directed by the Executive Sponsor.
12. Perform other duties as identified by the Director of Clinical Quality and/or the Executive Director.

Minimum Qualifications:

1. Bachelor's degree in a health care field or equivalent experience with two years or more of interfacing in a high-level professional setting.
2. Excellent computer skills, including word-processing, spreadsheets, graphics and presentation software, and relational databases, preferably MS Access.
3. Knowledge of basic quality improvement methods and tools.
4. Experience with data collection and analysis methodologies.
5. Strong written and oral presentation skills, experience in group settings.
6. Excellent organizational skills and the ability to manage and prioritize multiple tasks, balancing long-term projects with day-to-day activities.
7. Valid driver's license, auto insurance and reliable transportation.

Preferred Qualifications

1. Graduate degree or advanced coursework in health care related field and/or employment experience in health care field.
2. Demonstrated ability to work with groups, coalitions, and communities.
3. Strong interpersonal skills with demonstrated professional ability to work as a team member and work effectively in diverse settings.
4. Experience with coaching, facilitating, and/or team-building.
5. Demonstrated experience in the grants management process, grant writing or related field.
6. Flexible, self-motivated, and committed to social justice.
7. Demonstrated commitment and value for the inclusion of cultural competence in task implementation.

Physical Demands

- The work environment characteristics 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 scheduled to sit, talk, hear, write, and type using a computer.
- While performing the duties of this job, the employee is required to travel to destinations around the state of Idaho, and the country, including air travel.
- The Idaho Primary Care Association work site is non-smoking.



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Application Process

Please submit resume with a cover letter explaining how your background and experience make you a good candidate for this position to <ipca@idahopca.org>.

Employment Practices

Idaho Primary Care Association is an Equal Opportunity institution and does not discriminate against any person in employment or participation in its programs and benefits on the basis of race, color, national origin, creed, ability to speak English, disability, gender, sexual orientation, age, political affiliation or marital status.