



## **JOB DESCRIPTION**

**Position Title:** Behavioral Health Project Manager

**Employment Category:** Full-Time

The Jewish Healthcare Foundation (JHF) is a grantmaking organization formed from the sale of Pittsburgh's Montefiore Hospital. It is the parent organization for three operating entities: the Pittsburgh Regional Health Initiative, Health Careers Futures, and the Women's Health Activist Movement Global (WHAMglobal). Together, these entities work to improve the delivery of health care, the education and preparation of healthcare professionals to deliver high value care, and the policy environment that supports healthcare performance excellence in Western Pennsylvania, state-wide, in the U.S., and internationally. Their collective mission is to produce systems of care that are as safe, reliable, equitable, efficient, and compassionate as possible. JHF entities are the recipients of significant national, state, and local grants to test better methods of healthcare delivery. In particular, their programs and projects advance, and then test, solutions to the safety and quality problems in health care by:

- Educating or coaching health professionals to use Quality Improvement methods
- Demonstrating better methods of delivering care through demonstrations and research
- Measuring, analyzing, and reporting on the outcomes of care
- Advancing evidence-based solutions through policy advocacy
- Convening experts regionally, statewide, nationally, and even globally to advance safety

### ***Opportunity***

The Jewish Healthcare Foundation (JHF) seeks a collaborative and enthusiastic Behavioral Health (BH) Project Manager to head up a cross-functional JHF team to execute JHF's scope of work in an expected new partnership launching this spring with Allegheny County and Community Care Behavioral Health.

The anticipated behavioral health program includes an orientation and training program for specific members of the behavioral health workforce. JHF will work with the Allegheny County Department of Human Services to design and implement the curriculum for the program and coordinate with the other components.

The BH Project Manager will develop project plans to execute JHF's role in the anticipated BH program, ensure roles and standard work processes are in place to carry out JHF's scope of work, facilitate weekly internal meetings to coordinate this work among the JHF team, work with JHF staff members to recruit participants, oversee adherence to and alignment with the program budget, and serve as the primary point of contact with the Allegheny County Department of Human Services (ACDHS).

This is a unique opportunity to enhance the Pittsburgh region's capacity to address its mental health needs, and directly support the behavioral health workforce.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The BH Project Manager is responsible for the following Job Duties (subject to change). Other items may be assigned from time to time, as needed.

1. Serve as Lead JHF staff on the BH program to ensure JHF meets all aspects of its scope of work over the course of the program.
  - a. Develop project plans to meet JHF's scope of work.
  - b. Ensure roles and standard work processes are in place to meet the project plan.
2. Engage and lead a team of professionals including JHF staff, partner organizations, and consultants to:
  - a. Design an Orientation and Training Program to provide opportunities for the participants to have continuous learning, connection, and networking that enriches their careers and offers pathways to advancement in the field and roles.
  - b. Help in the development of recruitment strategies and direct recruitment of master's and bachelor's students and existing program-eligible employees.
    - i. Attend in-person recruitment opportunities at local universities, colleges, schools, community-based organizations, and career fairs/events.
  - c. Oversee the application process for the selection and orientation process.
  - d. Facilitate the implementation of the Orientation and Training Programs by staffing the in-person and virtual training sessions and overseeing the JHF's team capacity and training for the sessions.
  - e. Ensure appropriate support and communication with the participants.
  - f. Develop an evaluation plan and assessment of outcomes.
3. Monitor the project plan and budget and track expenditures with finance/accounting.
  - a. Coordinate the release of funds for named grantees.
4. Coordinate JHF's relationship with ACDHS and all program participating organizations (providers, community partners, educators, contracted organizations).
  - a. Orchestrate appropriate collaboration and meetings across organizations to ensure program alignment with the Orientation and Training Programs.
  - b. Develop and submit reports on JHF's progress to ACDHS.

### **DESIRED EXPERIENCE AND SKILLS:**

- Experience working with communities most impacted by mental health illnesses along with a strong understanding of health equity and social determinants of health.
- Experience defining a work plan to achieve stated goals and objectives.
- Experience planning for larger projects, including managing all tasks required to meeting project needs within budget, targeted deadlines, and event planning.
- Must be comfortable presenting to large groups with excellent presentation and communication skills, both verbal and written.
- Experience with curriculum design and training facilitation, including identifying priority learning areas.
- Experience working collaboratively to facilitate a group and bring stakeholders to a consensus.

- Proven record of effectively communicating at all organizational levels.
- Must be able to work independently and in a team environment.
- Must have excellent computer skills (e.g., experience with Microsoft Office Products).
- High level of judgment, decision making, discretion and integrity.
- Knowledge of behavioral health system preferred.
- 5-10 years' experience, including in leadership roles, preferred.
- Master's degree in social work, public health or healthcare administration or equivalent experience in health care, behavioral health, or a related field.

The employee must also model the values of respect, courtesy, generosity, teamwork, and a positive attitude.

**GENERAL EXPECTATION:**

As expected of all employees of the Jewish Healthcare Foundation, the successful applicant will abide by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the workplace. This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

**OFFICE LOCATION:** EQT Plaza, 625 Liberty Ave., Suite 2500, Pittsburgh, PA 15222

**Notes:** The position is full-time and is currently a hybrid between remote and in-person.

**MANDATORY VACCINATION POLICY:**

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. The Jewish Healthcare Foundation has adopted this policy on mandatory vaccination to safeguard the health of our employees from the hazard of COVID-19. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, and a booster vaccination. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series, as well as a booster vaccination. All employees are required to report their vaccination status and to provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results.

Salary based on education and experience. JHF offers a competitive benefits package that includes full employer paid health insurance, paid vacation, and sick time.

To apply, please send a resume and cover letter to [careers@jhf.org](mailto:careers@jhf.org) with the subject line: "BH Project Manager". Applications will be received on a rolling basis until the position is filled.