

Michigan Public Health Institute Position Description

Title: Project Manager

Employee Name: TBD

Supervisor: Jon Villasurda, State Assistant Administrator, Office of the Deputy Director, Behavioral Health and Developmental Disabilities Administration

Purpose: The project manager will execute the day-to-day operations of Michigan's SAMHSA Emergency COVID-19 grant, including working directly with the five subrecipient behavioral health service provider sites to ensure the terms of the grant are met and exceeded. The Project Manager will also oversee all data collection and performance improvement activities. In addition, the Project Manager will report directly to the Project Director, ensure all reporting deliverables are attended to, and participate in all required meetings to effectuate the grant.

Duties and Responsibilities:

- Provide direction, oversight, and leadership to all pertinent grant activities
- Manage the subrecipient agreement with the Michigan Public Health Institute (MPHI) to execute project activities
- Coordinate with MPHI, internal, and external stakeholders to ensure synchronicity in project direction, and timeliness of deliverables
- Establish ongoing meetings with MPHI to ensure project milestones are met
- Convene and attend all meetings necessary to execute the project activities
- Convene, coordinate, and lead discussions with external stakeholders to solicit input and provide ongoing status updates for the project
- Provide regular informational updates and training to all stakeholders relative to the progress and deliverables of the project
- Provide oversight of project budget monitoring and reporting
- Ensure compliance with all federal reporting requirements, including working with MPHI and the MDHHS team to ensure all deliverables are met
- Complete all GPRA and SPARS data/information reporting activities as per federal terms of the grant
- Attend all federally required meetings and coordinate with the project team
- Other duties as assigned

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Qualifications/Requirements:**Education:**

Possession of a master's degree or higher in Public Health, Health Administration, Public Administration, Public Policy, Social Work, Business Administration, or another concentration related to the duties and responsibilities of the assigned project. Education related to public/behavioral health administration preferred.

Experience:

Five or more years of related and progressively more responsible work experience in public health administration (or related field); public/behavioral health care service delivery; Medicaid program policy, operations, and financing; project management; strategic planning; budgeting; public (including federal) grant and contract oversight and coordination; behavioral health integration; health information technology systems and associated data; analysis of policies, procedures, regulations, and laws pertinent to public/behavioral health; oversight of multiple and sometimes competing initiatives, leading small and large groups or meetings of subject matter experts, and a record of successful project implementation.

Important Skills and Characteristics:

Advanced knowledge of Michigan's health care delivery system, specifically Michigan's specialty behavioral health care system, including Medicaid and other delivery systems. This includes knowledge of Prepaid Inpatient Health Plans and Community Mental Health Services Programs. Advanced knowledge in behavioral and physical health integration models and programs. Advanced knowledge of Medicaid program policy, federal and state statutes impacting the delivery of behavioral health care services, and an understanding of the role that lawmakers and administrators play in the execution of Michigan's public behavioral health system. Advanced skills in project management, including the use of all necessary software necessary to execute stated duties and responsibilities (includes the suite of Microsoft Office applications such as Word, Excel, PowerPoint, Outlook). Ability to meet competing deadlines. Strong sense of intellectual curiosity and high aptitude to learn a complex and perpetually evolving health care system. Direct experience with Michigan's public health care systems, including behavioral health.

Work Environment and Physical Requirements:

Job may require moderate physical effort including lifting materials and equipment of <50# and involves viewing a CRT or VDT screen 25% to 75% of the time. Standard office environment. May require valid vehicle operator's license where needed to perform duties of the position. In-state travel is expected to attend regional meetings and to meet with U-M IHPI to execute

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the project activities. Out-of-state travel to attend federally required meetings is expected.

RESPONSIBILITY FOR THE WORK OF OTHERS:

No assigned responsibility.

REQUIRED COMMUNICATION

Contact Person/Group	Frequency	Purpose
State Assistant Administrator	Daily	Status/Direction
MPHI	Weekly/as needed	Provide direction/oversight
Other MDHHS Staff	As needed	Status/Coordination

“For purposes of employment standards, this classification is Exempt from the overtime provisions of the Fair Labor Standards Act.”

Signature _____ Date _____
Employee Signature

Signature _____ Date _____
Supervisor or Program Director