

Western Montana Mental Health Center
140 N. Russell
Missoula, MT 59801
Phone: (406) 532-8400

Position: Quality Systems Project Manager & Data Analyst

Close Date: Until filled

Hours: Full-time

Job Summary: The Quality Systems Project Manager & Data Analyst is responsible for identifying opportunities for improvement, developing and monitoring work plans, performing audits and analyzing data, as well as reporting progress on initiatives to management and the Quality Council.

Essential Job Responsibilities:

- Facilitates and supports interdepartmental teams in quality project design and implementation;
- Creates and implements timelines and monitors and evaluates performance related to quality improvement work plans;
- Identifies areas of opportunity for improvement using data and supports improvements on processes, culture, and work environment;
- Oversees progress and identifies any risks (both internal and external) to project completion, including any issues that jeopardize successful and timely completion of project deliverables;
- Maintains and monitors project plans and documents changes to the work plan and scope of the project.
- Communicates project status and key milestones;
- Maintains working relationships with internal and external stakeholders;
- Manages deliverables and reports, including data analysis and interpretation of reports;
- Assists in the preparation and presentation of regular quality reports;
- Conducts audits of clinical, billing, and other records for quality and compliance purposes.

Job Requirements:

- Excellent project management skills
- Strong data analysis skills
- Strong communication skills
- Effective collaborator and consensus builder
- Effective decision-maker and problem solver
- Proficient teacher with desire to share knowledge and information
- Proficient with Microsoft Office Suite, including Microsoft Project or similar software
- Experience with electronic health information systems
- Travel throughout western Montana will be necessary; therefore, a valid Montana Driver's License with an acceptable driving record is required, as well as proof of auto liability insurance in compliance with WMMHC's requirements.

Education & Knowledge: Bachelor's degree in related field required, minimum of 5 years' experience in healthcare. Minimum of 2 years' experience with quality systems responsibilities. Certification in quality systems (e.g. CPHQ, Lean Six Sigma) and/or project management preferred.