

## SUMTER FAMILY HEALTH CENTER

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**Job Title:** Project Manager

**Reports To:** Corporate Compliance Officer

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### **Position Summary:**

The Project Manager oversees the planning, implementation, and tracking of assigned projects for Sumter Family Health Center. The Project Manager works closely with Executive Leadership Team (ELT) to review project requests and allocate project resources strategically.

### **Duties and Responsibilities:**

#### *Project planning*

- Defines the scope of the project in collaboration with ELT and/or project sponsor
- Creates a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Determines the resources (time, money, equipment, etc) required to complete the project
- Develops a schedule for project completion that effectively allocates the resources to the activities
- Reviews the project schedule with ELT and all other staff that will be affected by the project activities; revises the schedule as required
- Determines the objectives and measures upon which the project will be evaluated at its completion

#### *Project staffing*

- In consultation with the appropriate manager(s), recruits, interviews and selects staff and/or volunteers with appropriate skills for the project activities
- Coordinates project staff and/or volunteers according to the established policies and practices of the organization
- Ensures that all project personnel receive an appropriate orientation to the organization and/or the project
- Coordinates the contracting of qualified consultants to work on the project as appropriate

### *Project Implementation*

- Executes the project according to the project plan
- Develops forms and records to document project activities
- Sets up files to ensure that all project information is appropriately documented and secured
- Monitors the progress of the project and makes adjustments as necessary to ensure the successful completion of the project
- Establishes a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project
- Reviews the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards

### *Project control*

- Writes reports on the project for ELT and project sponsor
- Monitors and obtains appropriate approvals on all budgeted project expenditures, according to established accounting policies and procedures
- Ensures that all financial records for the project are up-to-date
- Prepares financial reports and supporting documentation for ELT and project sponsor

### *Project evaluation*

- Ensures that the project deliverables are on time, within budget and at the required level of quality
- Evaluates the outcomes of the project as established during the planning phase
- Other duties as assigned by supervisor.

### **Qualifications:**

- A Bachelor's degree in Business or related field
- 2-3 years of project management experience managing a diverse number of projects, with varying degrees of scope, length, complexity and difficulty
- Project Management Professional (PMP) certification strongly preferred

### **Knowledge, Skills and Abilities:**

- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Ability to maintain a high level of confidentiality.

**Work Environment:**

Very busy atmosphere. Highly stressful when dealing with individual personalities of co-workers, patients and their families. Potential for rare exposure to blood-borne diseases (Category II). Potential for rare exposure to chemical hazards (Category B).

**Physical Demands:**

Considerable sitting, standing or walking. Lifts supplies/equipment up to 20lbs occasionally, and/or up to 10lbs frequently. Considerable reaching, stooping, bending, and crouching.