

## PROJECT MANAGER JOB DESCRIPTION

COMPANY: CORE SOLUTIONS, INC.

LOCATION: KING OF PRUSSIA, PA

WEB SITE: [www.coresolutionsinc.com](http://www.coresolutionsinc.com)

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Core Solutions (CORE), headquartered in King of Prussia, Pennsylvania, is the progressive leader in transforming the behavioral, medical and social services experience for behavioral health providers, consumers and state agencies. Our Integrated Behavioral Health EHR platform, Cx360, allows for the improvement of the provider, consumer and payer relationship through increased consumer-centric collaboration which results in improved outcomes. This is accomplished through our ability to simplify the end-to-end behavioral health experience, deliver integrated care coordination, improve consumer engagement and streamline accurate provider reimbursement. For more information visit CORE is seeking a highly qualified Project Manager to perform a lead role in managing the implementation of our enterprise software solution. The selected Project Manager must maintain complete control on project schedule, budget and risk issues; Facilitate timely decisions to maintain project schedule and budget; Provide management with regular project updates, maintain trusting relationships, identify project risks early and assist by providing prudent and timely recommendations for risk avoidance; Supervise and mentor junior staff for both project and career growth, and make staff development recommendations.

The ideal project manager will possess the following experience/skill sets:

- Minimum 7-10 years of experience managing enterprise software implementation
  - Creates and executes project work plans and revises as appropriate to meet changing needs
  - Identifies resources needed and assigns individual responsibilities
  - Manages day-to-day operational aspects of a project and scope
  - Effectively applies our methodology and enforces project standards
  - Prepares for engagement reviews and quality assurance procedures
  - Minimizes exposure and risk on project
  - Proactively alerts all stakeholders of potential missed deadlines and plans for keeping project on
  - Ensures project documents are complete, current, and stored appropriately
  - Reviews deliverables prepared by team before passing to client
  - Tracks and reports team hours and expenses on a weekly basis
  - Manages overall project budget
- Client Management
  - Manages client interaction
  - Sets and manages client expectations
  - Develops lasting relationships with client personnel that foster client ties
  - Communicates effectively with clients to identify needs and evaluate alternative business solutions to increase customer satisfaction
  - Builds a knowledge base of each client's business, organization and objectives
  - Excellent abilities in public communications and consensus building

- Facilitates team and client meetings effectively
  - Holds regular status meetings with project team
  - Effectively communicates relevant project information to superiors
  - Delivers engaging, informative, well-organized presentations
  - Resolves and/or escalates issues in a timely fashion
  - Understands how to communicate difficult/sensitive information tactfully.
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- Proven prior experience performing all software implementation/project manager responsibilities
  - Excellent understanding of healthcare processes and procedures
  - General understanding of software SDLC process is highly desirable
  - Excellent ability to work in a team environment
  - Genuine interest and takes pride in mentoring junior staff
  - Proficiency in computer applications such as Microsoft Word, Excel, Project and PowerPoint
  - PMI or other project management experience and certifications are a plus
  - All other responsibilities as assigned

If you are interested in our career opportunities, please email your resume with salary requirements to [Imcilvaine@coresolutionsinc.com](mailto:Imcilvaine@coresolutionsinc.com) or call Lori at 610-687-6080 x 122.

Tag Words: EHR, EMR, healthcare, health care, implementation, professional services, HIPAA, Project Manager, PMI, RFP, RFI, electronic health record, electronic medical record