



Position Description

PROJECT MANAGER

BRIEF DESCRIPTION

RAMA Consulting, Inc. is a Columbus-based, management consulting firm specializing in project/process management, training, assessment and planning, and stakeholder outreach. We are seeking a qualified candidate to fulfill project management duties specifically for our clients, Mercer and the Ohio Department of Medicaid.

This position is responsible for supporting and enabling Mercer's projects, programs, and structured work efforts related to Ohio Department of Medicaid managed long-term services and supports (MLTSS). The scope of work includes performing and facilitating complex organization-wide project and program management. The Project Manager will plan, coordinate, and monitor work produced in a matrix environment. This position contributes to the daily project operations to ensure effective project and program planning and delivery, resource planning, team collaboration, risk assessment, change management, and reporting across the project. This position closely interfaces with internal and external resources including State staff, technical staff, consultants, and vendors.

It is expected that Project Managers will achieve results in the absence of day-to-day guidance. The ideal candidate is someone responsible, detail-oriented, forward thinking, resourceful and is able to work under pressure, with the ability to multi-task and understand the importance of meeting deadlines. Must have superb communication, diplomacy, leadership, problem solving, and analytical skills. This person should also have the ability to rapidly respond to changes and priorities regarding assignments and projects from both clients and internal company leadership. Additional requirements include schedule flexibility and the ability to routinely modify work schedule to meet project demands. Duties include a mix of professional and management tasks, including overseeing aspects of client projects and tracking progress and reporting results. Position requires proficient understanding of project management methods with demonstrated success.

Job Responsibilities

- Supports client in the identification and implementation of project management processes, methods, tools, guidelines, and standards needed to establish a stable framework that supports all project teams and stakeholders to improve the probability of successful project delivery. Maintains and updates project management tools.
- Develops positive relationships with business partners. Work with the business areas and teams to ensure that requirements are documented, and agreed upon prior to project initiation. Work with the business areas to establish project timelines, scope, resources, and effort.
- Defines, manages, and directs end-to-end project management efforts. Leverages best practices and techniques in identifying, quantifying, and tracking progress against agreed-to milestones and deliverables.
- Works with client partners to set accurate project deadlines and provide itineraries and timelines and other supportive materials to the team to support adherence to project schedule.
- Daily or frequent work on-site at the client's office in Columbus, Ohio.
- Utilizes knowledge of Medicaid, long term care to derive substantive project management key milestones and deliverables.

Job Requirements

- Bachelor's or Master's degree in business administration, Healthcare Administration (MHA), Public Health (MPH), or related field.
- Five or more years of experience in project and/or program management.
- One or more years of experience working in the health care system, Medicaid, and/or Long Term Services and Supports.
- Experience in leading diverse teams in geographically dispersed areas.

Knowledge and Experience

- This position requires strong ability to use Microsoft PowerPoint, Excel, and Word. Experience with Microsoft Project is highly desirable.
- Familiarity with Medicaid and/or healthcare terminology and processes.
- Planning and organization – strong time management and planning skills to coordinate and prioritize multiple projects simultaneously while adapting to changes in business requirements in a fast-paced environment.
- Ability to develop and maintain project work plans, and coordinate with multiple business areas to report on project status.
- Ability to write routine reports and correspondence. This position further requires the ability to speak effectively before groups of stakeholders and state employees in the organization.
- Strong relationship and management skills – must possess the ability to interface and influence all levels of the organization and across functional boundaries.

MISCELLANEOUS

- **Regular or Temporary:** Temporary (up to 18 Months)
- **FTE %:** 50%-100% 20-40+ hours per week
- **Posting Closing Date:** ASAP; Open Until Filled
- **Compensation Method:** Independent Contractor; Hourly rate

To Apply:

Forward a resume and cover letter with hourly rate requirements to:

apply@rama-consulting.net

Attn: Project Manager

(Please, no phone calls)

Position Open Until Filled