

Strategic Project Coordinator

The Washington Health Alliance (Alliance) is a purchaser-led multi-stakeholder coalition of members that includes purchasers, health plans, providers, and others who come together for the purpose of improving the quality and reducing the cost of care in Washington state. Since 2005, the work of the Alliance has focused on defining, measuring, and reporting on the quality and cost of health care and facilitating the transparency of critical information and stakeholder engagement in support of our members' goals.

The work of the Alliance is accomplished through regular meetings of its member advisory committees, and communication between, multiple key stakeholders throughout Washington state for special initiatives that are often made possible through grant support. The Alliance publicly reports on health care cost and quality use claims data voluntarily supplied by its health plan and self-insured purchaser members. This dataset includes more than four million covered lives in Washington state. Alliance reporting on health care quality and cost is publicly available at the statewide, county, regional (Accountable Communities of Health), and market (commercial and Medicaid) levels

We are committed to a diverse, inclusive, and equitable work environment and aspire that all of our work is viewed through an equity lens. Here is our Diversity, Equity, and Inclusion Statement, approved by our Board of Directors, that guides our work:

The Washington Health Alliance is committed to becoming an inclusive and anti-racist organization. We pledge to create an environment where all employees and members, regardless of skin color, culture, ethnic origin, gender, sexual orientation, ability, or age, feel valued and have opportunities for growth. We commit to identify, discuss, expose, and challenge inequities, including structural racism, in healthcare systems across Washington.

The Strategic Project Coordinator is a .75-1.0 FTE grant funded position that plays an integral role in the strategic planning and execution of the Alliance's Low-Back Pain Implementation Collaborative (Low-Back PIC) focused on the implementation of evidence-based strategies to improve the care of low-back pain. The primary responsibilities of the role center around the day-to-day management of this important grant-funded project that has significant visibility across several health care organizations including purchasers (employers, union trusts, and multi-employer plans), health care providers, and health plans. This role will report to the Director of Membership and Business Engagement and will eventually report to the Alliance's Director of Purchaser Strategies.

Duties and Responsibilities: The primary responsibilities (approximately 75% of the role) are focused on the successful execution of the Low-Back PIC.

- Develop and track all project documents, including project plan with timelines, deliverables, accountable parties, and outcomes, stakeholder contact information and participation in project activities, and quarterly updates to the grant funder.
- Support coordination and communication with purchaser, provider, and health plan stakeholders who represent the primary "implementers" of the low-back pain strategies for improvement throughout the project's two-year timeline.
- Ensure documentation is complete for all project participants, including development and execution of a common agreement stipulating terms of participation.
- Work with the Project Lead to support the identification and recruitment of stakeholders across the state who can represent the patient perspective, including disadvantaged populations and non-physician provider representatives such as physical therapists, acupuncturists, and social workers.

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- Review and summarize the literature on low-value care, evidence-based recommendations for the care of low-back pain, and related topics as presented.
- Research best practices/approaches and engage external senior advisors and others as needed to inform important aspects of this work and draw upon the evidence around the role each plays in supporting improvement efforts.
- Support documentation and tracking of measures of success, key milestones, timelines, and assessment tools to measure progress along the way.
- Support the planning and execution of all stakeholder meetings, anticipated to be 4 meetings per quarter until March 2023.
- Work with the Project Lead and stakeholders to identify potential policy implications and communicate to relevant state agencies and elected officials.
- Help author a white paper and policy brief at the final stages of the project.
- Support the development of materials for national and regional conferences describing lessons learned and recommendations for others.

Other Responsibilities:

- Work closely with other Alliance staff to provide support to Alliance committees. Additionally, ensure that Alliance member committees and the Board are engaged and up to date with Low-Back PIC support to the Purchaser Affinity Group (PAG) and Quality Improvement Committees (QIC) and other member advisory committees of the Alliance.
- Work closely with the Alliance team to successfully plan and execute engagement with our members and the broader health care community through meetings and conferences, whether held in-person or virtually. This includes working with external Alliance partners, such as the Dr. Robert Bree Collaborative, the Washington State Health Care Authority, and the Washington State Department of Health.
- Support the planning and execution of Alliance member and co-sponsored meetings and webinars, whether in-person or virtual.

Requirements:

- BA/BS, or equivalent work experience.
- A minimum of three years' experience in program/project coordination.
- Experience working for a provider, health plan or other health care organization.
- Outstanding verbal and written communication skills including facilitation skills.
- Able to deal effectively with multiple, dynamic priorities and simultaneous activities.
- Strong critical thinker with the ability to translate complex information into understandable terms for others.
- Able to develop and maintain collaborative working relationships with persons with widely varying backgrounds, roles, and functions.
- Tact and discretion in dealing with sensitive topics and working with stakeholder organizations.
- Excellent skill using standard office software (e.g., Word, PowerPoint, Excel) that allows work to be done as efficiently as possible.
- Flexibility, a helpful, can-do attitude, and a sense of humor.
- A passion for building a more transparent, effective, and equitable health care system.

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Preferred qualifications:

- Five or more years' experience in program/project development and coordination.
- Experience working in a small, nonprofit organizational setting.
- Master's level education in Public Health, Health Services Administration, or other related domain.

Reports to: Director of Membership and Business Engagement, and eventually to Director of Purchaser Strategies

FTE: .75-1.0

Working Conditions: Several staff are working virtually, and while working in the office is preferred, there is flexibility for remote work. Some travel is required – mostly within Washington state.

This position offers a unique opportunity to join a well-respected organization committed to transforming the health care system in Washington. Diverse candidates are encouraged to apply.

Please send cover letter, resume and salary requirements to:

Theresa Lampkin Tamura
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Please, no unsolicited phone inquiries. We are unable to consider resumes that do not meet a significant number of qualifications listed above.