

The Hawaii Permanente Medical Group (HPMG) is an independent corporation of 750+ physicians, providers, and staff that provides a complete range of medical care and services to Kaiser Permanente members in Hawaii. HPMG represents the largest multispecialty medical group practice in the state. Through our commitment to high-quality patient- and family-centered care, Kaiser Permanente's health plans are the highest-rated in Hawaii, according to the National Committee for Quality Assurance.



## Project Manager PROJE001085

HPMG is searching for an experienced Project Manager to manage strategic and operational projects/initiatives related to Clinic Operations/Care Delivery for the Hawaii Permanente Medical Group (HPMG). This position will partner with a project leader or manager and be the main point of contact for all Clinic Operations/Care Delivery project initiatives and ensure that projects will stay within established timelines.

### JOB DUTIES

- Develops project scope, goals, deliverables, timelines, project plans and other PM tools as deemed appropriate to the specific task or project. Refines project tasks and resource requirements. Works collaboratively in determining desired project requirements, outcomes, status, and approaches.
- Tracks, monitors, and facilitates task completion, problem resolution, and problem escalation. Monitor's timelines, costs, and resource allocations.
- Completes project documentation and presents reports to stakeholders that define project progress, problems and solutions that include project evaluations and assessments of all results.
- Implements process improvement and facilitates project changes and interventions to achieve project output.
- Facilitates project close out functions. Addresses opportunities for process improvement and continuous feedback for improvement.

### REQUIREMENTS

- Bachelor's degree in business administration, healthcare administration or equivalent combination of education and experience. Master's degree or healthcare certification is preferred.
- 2-5 years of experience in a healthcare administration or operations, or equivalent training, subject matter expertise that would demonstrate ability to successfully manage projects.
- Prior project management experience in healthcare preferred.
- Project Management (PMP) Certification and/or Valid Hawaii Clinical License, e.g., RN, APRN, LPN, is preferred.

\*Senior level may be available based on skills, knowledge, and experience.

HPMG is committed to offering industry leading benefits including the following 100% company-sponsored offerings: comprehensive medical and dental insurance (family), life insurance, long term care insurance, defined benefit plan, profit sharing plan (401k), post-retirement medical, paid time off (PTO), extended sick time (EST), 10 holidays, and other paid leaves and identity theft protection . Other voluntary benefits are available.

**TO APPLY: Visit our website at <http://careers.hawaii Permanente.com>**

