**Research Program Manager**

**Position Information**

|  |  |  |
| --- | --- | --- |
| Title Details | | |
| **University Code** | 19221 | |
| **University Title** | Program Manager 1 | |
| **University Job Family** | General Administration | |
| Posting Details | | | |
| **Recruitment Pool** | | VCU Employees Only | |
| **Recruitment Type** | | Single Title | |
| **Scope of Search** | | Internal | |
| **Working Title** | | Research Program Manager | |
| **Position Number** | | 583290 | |
| **Position Type** | | Staff | |
| **Job Status** | | Full-Time | |
| **FLSA Indicator** | | Exempt | |
| **Employee Group** | | University Employee | |
| **Department** | | Internal Medicine | |
| **Organizational Overview** | | At VCU, we Make it Real through learning, research, creativity, service and discovery — the hallmarks of the VCU experience. A premier, urban, public research university nationally recognized as one of the best employers for diversity, VCU is a great place to work. It’s a place of opportunity, where your success is supported and your career can thrive. VCU offers employees a generous leave package, career paths for advancement, competitive pay, and an opportunity to do mission-driven work. | |
| **Position Primary Purpose and General Responsibilities** | | 1) Supervise and/or manage an interdisciplinary medical home Case management team of up to 8 employees for adults with SCD to reduce hospital readmissions and length of stay, improve quality and outcomes of care, and improve satisfaction for identified patients. 2) Design SCD medical home implementation plan, and oversee all case management staff working the SCD medical home team. 3) Work with medical and other team members to develop guidelines to improve the quality of SCD care, and to measure, monitor, evaluate, and report outcomes of case management. 4) Manage new and ongoing SCD research projects and oversee office personnel working on Division of GIM research grants and projects. 5) Complete ECHO training and program implementation | |
| **Minimum Hiring Standards** | | Education: Bachelor’s degree in social work, psychology, or other health related field  Experience, skills and abilities as follows: • Minimum of 3-5 years program management experience • Success working with sickle cell population • Experience working in a fast paced acute care setting • Training and teaching curriculum for behavioral health staff • Developing tracking mechanisms, documentations and integrations of technology • Experience working with sickle cell population required. • Knowledge and ability to analyze data and report outcomes to interdisciplinary team members • Excellent oral and written communications skills • Ability to work effectively with staff and upper management administrators and clinical providers • Ability to use Microsoft Word | |
| **Preferred Hiring Standards** | | • Previous work with patient navigators, community health workers and social workers in a community setting or acute care setting • Knowledge in data analysis and reporting outcomes to interdisciplinary team members • Ability to attend state-wide meetings | |
| **Required Licenses/ Certifications** | |  | |
| **Anticipated Hiring Range** | | $70,000.00 - $71,000.00 | |
| **Application Process/Additional Information** | |  | |
| **Campus** | | MCV Campus | |
| **Hours/Week** | | 40 | |
| **Normal Work Days/Hours** | | M-F, 8:00 am - 5:00 pm | |
| **Job Open Date** | | 06/29/2018 | |
| **Posting will close on or before** | |  | |
| **Open Until Filled** | | Yes | |
| **Job Category** | | Administrative/ Secretarial/ Clerical | |
| **Is this a restricted position?** | | No | |
| **Is this position eligible to participate in alternative work arrangements?** | | No | |
| **Sensitive Position** | | Yes- A pre-employment fingerprint background check will be required. | |
| **Resource Critical** | | No | |

**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \* How many years of experience do you have working with patients and medical providers in the area of sickle cell disease
   * 0-2
   * 3-5
   * Over 5 years
2. \* How much experience do you have in managing interdisciplinary case management teams with an emphasis on behavioral health issues on patients with chronic disease?
   * 0-2 years
   * 3-5 years
   * Over 5 years
3. \* Describe your experience working with upper hospital administration, including presentations and program development to improve research and hospital programs.

(Open Ended Question)

1. \* Describe your experience working with federal research grants.

(Open Ended Question)

1. \* 2) Do you have experience in the development and implementation of a medical home for chronic disease?
   * a. Yes
   * b. No
2. \* Are you a current VCU employee?
   * Yes
   * No

**Optional & Required Documents**

**Required Documents**

**Optional Documents**

1. Cover Letter/Letter of Application
2. Resume