

# **MACIPA**

---

**POSITION:** **ACO Project Specialist**

**REPORTS TO:** **Director, Contracting & Data Analytics**

**NON-EXEMPT POSITION**

**PART-TIME (20-24 Hours Per Week)**

**POSITION SUMMARY:**

The ACO Project Specialist will work on variety of projects involving health care reform and delivery system transformation opportunities, particularly around MACIPA's participation as a Medicare ACO, other opportunities for innovation, and fulfilling federal and state ACO requirements. These projects may include, but are not limited to value-based reimbursement, and other innovative programs, pilots or demonstrations under private or public contracts, and include all aspects of support for these programs and initiatives.

The ACO Project Specialist will also work with MACIPA Directors and other staff members to develop materials needed for program, statutory and contractual requirements, and be responsible for compliance matters relative to the programs. The ACO Project Specialist will be responsible for written materials and documentation associated with these programs.

**PRIMARY RESPONSIBILITIES:**

1. Point of contact and subject matter expert for program requirements relating to ACO business or other programs as defined.
2. Responsible for ensuring compliance with program requirements by communicating with others within organization and ensuring accountability for compliance.
3. Communicate with CMS and state and regulatory entities as required to ensure completion with all program requirements. Responsibility for planning and managing specific projects within the ACO program as directed. Provides a single point of contact for assigned projects.
4. Ensure that documents, policies and procedures and all program related materials are complete and accurate.
5. Ensure that MACIPA conforms with all federal, state, and contractual requirements in order to be in compliance with these programs.
6. Defines project scope and objectives and leads all documentation efforts, including responsibility for documentation updates.
7. Collaborates with other staff members to gather information, establish timeframes and priorities, and assign and manage individual writer roles and responsibilities in preparation of documentation.
8. Track that all deliverables are complete and on schedule.
9. Work with and provide information to staff members by establishing clear goals and deadlines.

10. Proofreading and editing materials.
11. Build strong working relationships with MACIPA staff members.
12. Other duties as assigned.

### **PRIVACY & SECURITY RESPONSIBILITIES:**

- Workforce Vigilance: Each MACIPA employee has a responsibility to watch for unauthorized use or disclosure of Protected Health Information (PHI) or Personal Information (PI), to act and prevent the action and to report suspected breaches of privacy and security policies to their supervisor and MACIPA's designated Privacy and Security Officers. MACIPA Workforce are required to attend MACIPA's Privacy and Security Training, sign a Confidentiality and Non-Disclosure Agreement and complete HIPAA webinar training on an annual basis.
- System Access Profiles & Controls: MACIPA assigns system access profiles to job titles based on how much information is needed to accomplish work responsibilities in accordance with our Privacy and Security Policies and Procedures.

*The above statements describe the general nature and level of works being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*

### **SKILLS/KNOWLEDGE AND ABILITIES:**

1. Bachelor's degree.
2. Must be able to work onsite in Brighton, MA. Possible opportunity for some flexibility regarding work schedule to be discussed with supervisor.
3. Excellent oral and written communication skills.
4. Strong interpersonal skills and ability to build collaborative relationships.
5. Knowledge of health care business and policy. Prior experience with state or federal ACO programs a plus.
6. 2 years' experience in project management, healthcare policy, or compliance. Master degree may be a substitute for prior experience.
7. Strong skillset in software programs for Microsoft products, such as, but not limited to, PowerPoint, Word, and Excel.
8. Ability to plan and manage all aspects of assigned projects, to maintain schedules, and meet project requirements.
9. Excellent research and organizational skills.
10. Strong attention to detail.
11. Effective problem solving skills.
12. Demonstrated ability to organize and work independently in a fast paced environment.

### **ESSENTIAL ABILITIES:**

1. Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, employees and general public.

2. Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials, written correspondence, reports and related materials in electronic and hard copy form.
3. Ability to ascend or descend stairs or ramps using feet and legs, hands and arms.
4. Ability to maintain body equilibrium to prevent falling when walking, standing or crouching.
5. Ability to travel to and from various locations.
6. Ability to learn and carry out the primary responsibilities of the assigned position.
7. Ability to effectively communicate in writing and orally on job duties and other assignments and responsibilities.
8. Ability to conceive and articulate plans, create and manage detailed projects, organize and prioritize work.
9. Ability to analyze data and exercise sound judgment in making decisions and managing confidential or sensitive information.

*MACIPA is an Equal Opportunity Employer (EOE) and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.*

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions (primary responsibilities) of this job. This job description is not intended as, nor should be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.*

*This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of authority.*

*MACIPA reserves the right to revise this job description at any time.*