



**ORCHWA**  
Oregon Community Health Workers Association

**Position Title: Project Manager - Third Party Billing (3PB)**

Compensation: \$62,000 - \$67,000 (depending on experience)

Benefits: medical, dental, vision (fully paid for employee and available 1<sup>st</sup> of the month following hire) 401k (available after 3-months), 10-paid holidays, winter break, professional development funds, telework stipend, up to 160 hours PTO

Employment Status: 1.0 FTE

Exemption Status: Exempt

Supervision Requirement: None

Title of Manager: Executive Director

Job Location: Oregon Residency Required (must be able to come to Portland office a minimum of once per month)

**ORGANIZATION OVERVIEW**

The Oregon Community Health Workers Association (ORCHWA) is a non-profit association dedicated to serving as a unified voice to amplify and advocate for and with community health workers (CHW) across the state of Oregon. Our work and values are centered on social justice, promotion of community health and are rooted in anti-oppressive practices.

**POSITION SUMMARY**

The Project Manager will lead ORCHWA's Third Party Billing (3PB) pilot project in building capacity to provide third party billing services for community-based organizations with CHW programs. The Project Manager plays a key role in planning and developing the project implementation plan, establishing deadlines and monitoring project progress, proactively identifying and resolving issues that arise, ensuring timely communication to all interested parties, conducting performance evaluation duties on the project, and working closely and collaboratively with the organization's leadership, consultants, and community partners to develop and pilot a successful 3PB structure.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Creating long- and short-term plans, including setting targets for milestones and meeting deadlines
- Overseeing overall 3PB project plan, delegating tasks and monitoring progress, and proactively identifying and addressing challenges
- Making effective decisions when presented with multiple options for how to progress the project, consulting with key leadership as appropriate
- Serving as a point of contact for organization staff, consultants, and community partners engaged in 3PB project to ensure alignment and project success including partnering and managing consultants
- Communicating with organization staff, Board, consultants, and community partners on project status
- Build and maintain strategic partnerships and cultivate a collaborative network to support the project

- Manage grant deliverables related to 3PB project, including ensuring contractual compliance, development, and submission of reports
- Contribute to positive organizational culture and morale
- Perform other duties as assigned

#### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Minimum of 2-5 years of experience in project management including project planning, implementation, and monitoring
- Experience and success facilitating toward consensus, inclusive decision-making, deepening cross-cultural understanding
- Success in building and maintaining strategic partnerships
- Experience and comfort working and communicating cross-culturally
- Success managing competing priorities
- Ability to work independently, take initiative, and follow through on timelines and commitments
- Analytical and creative problem-solving to support healthy organizational culture and morale
- Strong oral and written communication
- Intermediate to advanced proficiency in Google Suit, Microsoft Office, and QuickBooks
- Success working with a wide range of stakeholders including community members, systems partners, elected officials, etc.

#### **PREFERRED EXPERIENCE**

- Project Management Professional (PMP) certification
- State/National knowledge of the current CHW context
- Strong knowledge of and/or experience with non-profit sector and basic understanding of health care sector
- Working knowledge third party billing, Medicaid, Medicare, and/or commercial health insurance

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee regularly is required to use hands or fingers, handle or feel objects, tools, or controls. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

#### **TO APPLY**

Please submit your resume **and** a cover letter to [hr@orchwa.org](mailto:hr@orchwa.org) Please include the position title “**3PB Project Manager**” in the subject line. Position is open until filled. Black, Indigenous, People of Color strongly encouraged to apply.

ORCHWA is an Equal Opportunity Employer. The equal employment opportunity policy of ORCHWA provides fair and equal opportunities for all applicants in compliance with federal, state, and local law. ORCHWA hires and promotes individuals solely on their qualifications for the job to be filled.