

# Delta Healthcare Project Manager

## **SUMMARY**

The Delta Healthcare Initiative Project Manager is responsible for managing the implementation of the project's goal to address long standing and unmet healthcare training needs within Shawnee Community College's district, and the Illinois Delta Region through the development and delivery of healthcare job training and employment related education, and health education programs. This individual is responsible for defining project scope, timeline, approach, as well as the development of detailed workplans for each aspect of the project and ensuring transparency of the project's status. The Project Manager coordinates efforts across a number of cross functional teams and clients to satisfy project deliverables.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Lead the project team to ensure project objectives
- Participate in project planning, implementing and coordinating EMS and other allied health educational programs.
- Teach EMS courses and/or assist in hiring adjunct instructors
- Manage project budget and project resource allocation against estimated project costs, and project execution/performance activities
- Manage project timelines and milestones
- Create project briefs and project reports as needed
- Resolve project issues and manage project risks
- Facilitate project status meetings and communicate project status to key project stakeholders
- Complete project deliverables in accordance with project plan
- To perform other related duties which may be required by the VP of Financial & Campus Operations (related duties as required are duties that may not be specifically listed in the class specification or position description, but that are within the general occupational series and responsibility level typically associated with the employee's class of work.)

## **SUPERVISORY RESPONSIBILITIES**

None

## **EDUCATION and/or EXPERIENCE**

### **Required:**

- A current Illinois license as an EMT, EMT-I, A-EMT, Paramedic, RN or physician
- A minimum of four years of experience in EMS or emergency care;
- Documented EMS classroom teaching experience with a recommendation for LI licensure by an EMS MD or licensed LI
- Documented successful completion of the Illinois EMS Instructor Education Course or equivalent to the National Standard Curriculum for EMS Instructors as approved by the Department.
- Demonstrated knowledge of healthcare industry and regional healthcare delivery systems
- At least two (2) years of documented teaching experience
- At least two (2) years of project management experience within the healthcare industry
- Excellent verbal, written and interpersonal communication skills; highly collaborative team approach to work
- Proficiency with Microsoft Office applications and web-based technologies

### **Preferred:**

- Strong problem-solving skills, including the ability to systematically analyze problems, draw relevant conclusions and devise appropriate courses of action
- Able to convey complex information in a manner that others can understand
- Successful record of managing multiple projects with demonstrated ability to work independently
- Clear understanding of EMS theory and trends
- Understand how to use lesson plans and tools based on a curriculum objective.
- Able to form effective and suitable learning environments for adult learners.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Lifting items up to 20 pounds in weight.

## **WORK ENVIRONMENT**

Work is primarily in an office/school environment. Noise levels usually are moderate.

Salary: \$45,300 – \$47,500

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## **Applying for Positions**

A Shawnee Community College application for employment is required for all positions. Official transcripts, a letter of application, resume, copies of applicable certificates, and two (2) letters of reference must accompany the employment application.

### **[Employment Application](#)**

Applications should be submitted by email to:

emilyf@shawneecc.edu

or by US mail:

**Emily Forthman, Human Resource Director  
Shawnee Community College  
8364 Shawnee College Rd.  
Ullin, IL 62992**

For advertised and/or posted position announcements, applications will be accepted until the position is filled.  
For more information, contact the Human Resource Office at (618) 634-3223.

The Human Resource Office at SCC is open between 8:00 am and 4:00 pm, Monday through Friday, except for holidays.