



**POSITION ANNOUNCEMENT: TELEMEDICINE PROJECT COORDINATOR**

Adirondack Health Institute is leading the way in rural health care transformation across a nine county region of the North Country. We have leveraged our twenty five plus years as a 501(c) (3) non-profit organization with our relationships, resources, expertise and capacity to build healthy communities. The last four years have seen explosive growth. We are seeking people who share our passion, drive and commitment to make a difference by improving the health of our community members.

**Department/Location:** This grant-funded position can offer flexible scheduling to the right candidate as AHI is anticipating opening a satellite office in the Essex County region in the near future. Must be able to work at the main office in Glens Falls when required.

**Position Summary: Connecting our regional health care system through Telehealth applications.**

The Telemedicine Project Coordinator will be responsible for engaging multiple high level hospital and other providers from various settings, including Chief Executive Officers, Chief Medical Officers, and Chief Information Officers, in order to advance telehealth implementation across a six+ county region. . This position will coordinate all project activities, deliverables and reporting related to the Telemedicine Project. The Coordinator will work collaboratively with other Rural Health Networks in Northern NY to strategize how best to focus attention, build momentum, and ensure the North Country Telemedicine Project (NCTP) and Adirondack-Champlain Telemedicine Information Network (ACTION) fiber networks are successfully utilized.

**Education and Experience:**

Bachelor's degree in an appropriate field is required; Master's degree preferred; Three to five years' project coordinator/management experience with a proven track record in collaborative projects. Experience in grant writing, healthcare, telemedicine, and/or health information technology is preferred.

**Other Skills:**

Excellent presentation and communication skills; Excellent time management and organizational skills to complete multiple tasks; Knowledge of a telemedicine and health information technology is desirable but not required; Ability to establish and maintain effective working relationships with multiple stakeholders to achieve a common goal; Ability to adapt to changing priorities and objectives; Ability to work as part of a team while working with minimal supervision and maximum accountability.

**Other Requirements:**

Candidate must have a valid New York State driver's license and vehicle, able to conduct routine North Country travel 50-75% of the time, which may include overnight stays on some instances. Travel is reimbursable. This position requires light lifting up to and including 50 pounds.

**FLSA Status:** Exempt

**Position Schedule:** Full time

**APPLICATION DEADLINE:** February 13, 2015

**HOW TO APPLY:** Please email your resume to [ahirecruit@gmail.com](mailto:ahirecruit@gmail.com), with the position title in the subject line.