

Impact WV Fellow Job Description—Special Projects Coordinator at Vaught, Inc.

Vaught, Inc. is a solutions company that thrives on solving tough problems in the complicated, heavily regulated and ever-changing landscape of health care. In its pursuit to develop pioneering solutions for clients, Vaught, Inc. launched four successful subsidiary companies: NightWatch Remote Pharmacy Services, MedMatrix Solutions, V23 and Indigo Health. A new company offering additional services is in the pipeline for 2017. The team has been recognized on Inc. magazine's 500|5000 roster of fastest-growing private companies.

As a Special Projects Coordinator at Vaught, Inc., there is no “typical day”. We spend our time responding and reacting to opportunity. Our best opportunities arrive when the medical community comes to us on its own timeline. We can be called upon to work on a new service or product, navigate a regulatory challenge, address a workflow efficiency issue, or develop a cost-savings strategy—all in the same day.

Our days are filled with interruptions, moving targets and changing expectations. The *thing* that is the most important *thing* in the world today, may not even be mentioned tomorrow. Some people have a hard time performing in this dynamic environment. We get it. But it's what we do, and we love it.

A Special Projects Coordinator (SPC) will be part of our core solutions team. That is, the SPC has a seat at the planning table. When the opportunities come in, the SPC will assist in developing and executing strategy. As such, the SPC should expect to:

- Develop and communicate comprehensive project plans with stakeholders
- Create detailed work plans which identify and sequence the activities needed to successfully complete the project
- Determine the resources required to complete the project
- Execute the project according to plan
- Establish a communication plan to update stakeholders on the progress of the project
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Prepare financial reports and supporting documentation
- Evaluate and communicate the outcomes of the project

This job might be for you if you love the challenge of answering tough questions.

We encourage you to apply if:

- You consider yourself an aspiring entrepreneur.
- You believe that you need to be creative, innovate or “build something” every day.
- You believe that quality matters...in everything.

- You are exceptionally well-organized and are willing to share these skills with others.
- You have a hard time visiting a business without analyzing workflow or profit potential.
- You can collaborate or go at it on your own.
- You have impressed some people lately with your Microsoft Office skills.
- You recognize your limitations.
- You can educate and persuade a crowd without fainting (or worse).
- You can write in such a way that your college English professor would be proud.
- You have demonstrated leadership skills and can work equally well with introverts and egomaniacs.
- You can accept constructive criticism from the aforementioned egomaniacs.
- You motivate people—even those that aren't paid to listen to you—to run through a wall (if the wall needs running through, of course).
- You don't get bent out of shape if schedules fall apart or focus is changed.
- You do not have to win at all costs as you understand the need to put people above profit; you celebrate integrity.
- And, finally, you appreciate that every day offers new blessings and battles.

To land this gig, you need to have proven experience and/or education that demonstrates you can work in our environment. We prefer those with experience in health care administration or health care revenue cycle management.