

Whatcom Alliance for Healthcare Access  
Employment Opportunity  
ACO Project Analyst/Coordinator  
Updated August 12, 2011

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The Whatcom Alliance for Healthcare Access (WAHA) seeks an analyst/coordinator for its Accountable Care Organization (ACO) project. Under the Direction of the Executive Director, the ACO Project Analyst/Coordinator will assist other staff and citizen committees in implementing an Accountable Care Organization (ACO) for Whatcom County, Washington. The successful applicant will conduct relevant background research, organize and staff advisory groups, and write position papers to assist advisory participants.

This is a full time, 1.0 FTE position. See below for complete position description.

For full consideration, mail resume with cover letter addressing qualifications to Jackie at: WAHA / 800 E. Chestnut, Lower Level Suite 2 / Bellingham, WA 98225 or submit via email to [whatcomalliance@hinet.org](mailto:whatcomalliance@hinet.org).



## POSITION DESCRIPTION

- Position:** ACO Project Analyst/Coordinator
- FTE status:** Salaried, exempt; 1.0 FTE
- Salary/Benefits:** \$45,000 – 55,000 per year; benefits in accordance with WAHA Personnel Policy
- Reports to:** Executive Director

### Qualifications

- Very strong writing skills
- Deep understanding of health care delivery systems and of financial systems in medical care
- Project management and organizing skills
- Ability to work effectively with highly educated professionals
- Ability to independently research in depth a range of highly technical concepts and synthesize those findings for action
- Understanding of medical economics
- Prefer Master's level educational background
- Prefer educational background in healthcare organization, management or policy and/or significant work experience in these areas (MHA, MBA or MPH)
- Computer competency: MS Office (Word, Excel, Access, PowerPoint); ability to use the internet to perform research
- Ability to work occasional weekend and evening hours
- Valid Washington driver's license and access to an insured vehicle

### Job Summary:

Under the Direction of the Executive Director, the ACO Project Analyst/Coordinator will assist other staff and citizen committees in implementing an Accountable Care Organization (ACO) for Whatcom County, Washington. The successful applicant will conduct relevant background research, organize and staff advisory groups, and write position papers to assist advisory participants.

### Roles and Responsibilities:

- Working with others, organize and assist with the successful operation of various project advisory committees.
- Facilitate Advisory Committee discussions.
- Conduct secondary research on best practice design elements of Accountable Care Organizations
- Prepare working papers describing best practice design elements for various aspects of ACO development; these working papers will be used to prompt advisory committee discussion of the issues covered in the papers
- Organize and synthesize, in writing, the best thinking of advisory committees on aspects of ACO development assigned to the Committee.

- Participate with other WAHA staff in discussions used to frame the work of various advisory committees
- Guide volunteers and other staff assigned to ACO Project
- Orally present the outlines of various working papers to advisory committee members
- Seek and discuss with individual Advisory Committee members to content issues assigned to the various advisory groups.
- Other duties as assigned

**Other Position Characteristics**

- Position will work directly with WAHA’s Executive Director who has significant experience in policy analysis and who will be substantially involved directly in the project.

**Working Conditions/Physical Requirements:**

Work is performed in an office environment. The office is very fast-paced with many deadlines to meet. Potential exposure to repetitive stresses due to prolonged use of computers. Stress associated with receiving multiple tasks from various individuals may occur.

Sufficient mobility is required for the use of office equipment such as computers, telephones, files and the copier. Sitting for extended periods of time as well as lifting a maximum of 30 pounds (file storage boxes, supplies, etc.) may be required. The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

It is the policy of the Whatcom Alliance for Healthcare Access to not discriminate against any person with regard to race, color, religion, sex, age, national origin, sexual orientation, marital status or physical or mental disability.