



TITLE: Patient Health and Immunization Project Manager

TYPE: Full-time; contract

STARTING SALARY: \$40,000-\$45,000 annually

BENEFITS: home office set-up, reimbursement to include internet and mobile phone coverage; mileage coverage; and professional development. Other benefits are negotiable.

ABOUT KANSAS ACADEMY OF FAMILY PHYSICIANS:

The Kansas Academy of Family Physicians (KAFP) is a 501c6 professional membership association representing nearly 2,000 physicians and medical students statewide. It is the only medical society in Kansas devoted solely to primary care. KAFP is the state chapter of the parent organization the American Academy of Family Physicians (AAFP). The KAFP is governed by a Board of Directors, the work of the Academy is focused on physician education, practice and professional development, advocacy at the state and federal level, as well as advocating for the future of the profession.

Today, family physicians provide more care for the underserved and rural populations than any other medical specialty. Family physicians conduct approximately one in five office visits. Family medicine's cornerstone is an ongoing, personal patient-physician relationship focused on integrated care.

The mission of the KAFP is to support and serve family physicians of Kansas as they advance the health of Kansans.

THE ROLE

Through a grant from the Kansas Department of Health and Environment (KDHE), the KAFP is thrilled to create a new full-time, contract, virtual position seeking a patient health and immunization project manager with an immediate start date.

This position will play an integral role in KAFP's goal of increasing immunizations across our state as well as positively impact the number of physicians administering vaccinations in their practices, for all ages.

JOB DESCRIPTION:

Serve as a liaison to family physicians and their practices either interested in becoming immunization providers or those currently enrolled; be the subject-matter expert on behalf of KDHE and be the liaison between the department and KAFP members.

Increasing immunizations across Kansas:

- Develop training materials and resources for members related to immunization services.
- Manage the production and delivery of virtual and live continuing medical education (CME) sessions for family physicians on vaccines at every stage of life, KDHE's Vaccines for Children (VFC) and WebIZ programs and other related CME.
- Implement quality improvement processes, check lists and ongoing data analysis to measure immunization rates in member clinics across the state.
- Develop communications tool kits for family physicians to use in their practices including print and social media.
- Establish a group of immunization ambassadors and office champions focused on mentoring other physicians interested in increasing immunization rates in the state. This would include the development of each group, recruiting volunteers, and managing their work.
- Develop and manage an advisory group of immunization experts in the state to develop training and education, serve as subject matter experts to inform the work of this program and work as ambassadors promoting the benefits of serving as a vaccine provider in the state.

Increasing the number of physicians administering vaccines:

- Be responsible for increasing the number of family physicians enrolled in KDHE's VFC program.
- Recruit members to become vaccine providers in the state.
- Develop and deliver onboarding orientation webinars for members who express interest in serving as a vaccine provider.
- Identify vendors for software resources our members can use in their practices to make communicating immunization schedules with their patients easier.
- Conduct member research focused on the experiences of vaccine providers in the state; develop subsequent plans to address shortages or focus areas by region.

Other responsibilities:

- Serve as the KAFP representative with fellow grantee organizations.
- Work with other stakeholders regarding immunization rates in Kansas.
- Develop and manage program specific content on website, social media, online resources, and education for members to utilize.
- In conjunction with the CEO, manage budget related to grant program.
- Travel and exhibit at relevant statewide conferences to promote the program and KAFP services.
- All other duties as assigned.

Some travel required:

This position will travel across the state of Kansas for various aspects of the job. Including, but not limited to, meeting with members, giving trainings, meeting with partners and stakeholders. Travel, lodging and meals are reimbursed in accordance to KAFP's travel policy.

The best candidate for this position will have the following qualifications:

- Previous relevant work experience in the areas of project management, marketing, public health, communications or healthcare. Understanding of business principles required.

- Be an organized self-starter and able to work independently, managing multiple projects and tasks simultaneously and able to prioritize work accordingly.
- Be a confident public speaker or willing to take public speaking training.
- Be detail-oriented with prior project management experience.
- Have a familiarity with healthcare or association management, through relevant work experience.
- Have experience working with a variety of people.
- Manage appropriate data and produce reports that reflect necessary information to manage success of projects and programs.
- Previous budget management experience required.
- Have above-average technology savvy and experience.
- Managed or been a part of major in-person events or conferences with associated, transferable skills.
- Vendor/contract management experience.

REQUIRED SKILLS:

- Minimum five years related experience.
- Bachelor's degree required.
- Microsoft Office proficient.
- WordPress or WIZIWIG experience a plus.
- Reliable transportation allowing you travel statewide as needed.
- Some evenings and weekends necessary.

KAFP is an equal opportunity employer. Interested candidates should submit their resume and cover letter to info@kafponline.org.