

Information Associate

InSight Telepsychiatry – Internal Operations

Position Summary

InSight Telepsychiatry is seeking an information associate to help oversee the organization and distribution of relevant data and information across InSight. The person fulfilling this role will work to ensure all team members are informed of InSight’s major goals, initiatives, themes and successes and works to make sure all projects and priorities are well aligned. The ideal candidate is extremely organized, systems savvy, a great communicator, a skilled project manager and a natural leader, as well as someone who is enthused by solving complex challenges.

Organization Overview

InSight is the leading national telepsychiatry service provider organization with a mission to increase access to quality behavioral health care through telehealth. InSight’s behavioral health providers bring care into any setting on an on-demand or scheduled basis. With over 18 years of telepsychiatry experience and an active footprint in telepsychiatry-related advocacy, InSight is recognized as an industry thought-leader. InSight is the telemedicine arm of the CFG Health Network, a behavioral health organization that delivers onsite services across the spectrum of care. These roots in onsite care influence InSight’s approach to appropriate, quality services delivered through telehealth.

www.Inpathy.com

www.InSightTelepsychiatry.com

Job Responsibilities

- Own and manage the InSight shared drive
 - o Oversee the cleanup and reorganization of existing folder system
 - o Set standards for department use of shared drive
 - o Manage permissions and settings
- Assist leadership team with special projects related to better aligning InSight’s departments through strong communication
 - o Potential projects to include helping to package InSight’s services and refine the tracking of regulatory regulations across key regions and market segments
- Conduct an annual internal communications review of InSight. Report on results and create strategies to improve accordingly
- Collect information from each department and distribute a biweekly “InSight Scoop”
- Internal communications presentation
 - o Encourage contributions from all departments and creative uses of the Scoop
- Help to ensure important InSight themes are reflected across the organization through special projects like helping to create agendas for all hands meetings, team retreats and other interdepartmental events

- Work with other team members to assist with the roll out and maintenance of new internal systems and tools with a particular focus on information flow, internal communication and garnering stakeholder buy in
 - o Potential systems include Proposify, Smartsheets, HubSpot, internal wiki, project management tools, interactive organizational charts, chat tools etc.
- Serve as the interim information champion for the InSight sales team (6 months)
 - o Participate in all info champion-related projects
 - o Assist sales team with use of salesforce and other relevant tools
- Help to create and update relevant internal resources, including user guides, process descriptions and checklists
 - o Resources to include: proactive account management guide, BlueJeans training materials, guides for all team members folder and the new RFP process guide
- All other duties as assigned

Job Requirements

- Bachelor's degree in relevant field
- 1-3 years of related work experience
- Salesforce experience
- Excellent writer and communicator

Ideal Candidate

- Healthcare background
- Behavioral health experience
- Experience with Smartsheet
- Telehealth or telemedicine experience
- Looking for a place to grow both professionally and personally
- Experience working with a rapidly growing organization

Logistics

- Position available February 1, 2018
- 40 hours per week
- Potential for some work from home and flexible schedule options
- Position based in Marlton, NJ, Washington, DC or Lynchburg, VA
- Reports to the Marketing and Communications Manager

To apply, please send your resume and a customized cover letter to recruiting@in-sight.net.

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.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

EOE M/V/F/D