

Program Coordinator

InSight Telepsychiatry – Implementations Department

Position Summary

InSight Telepsychiatry is seeking a program coordinator for our Implementations Department to manage implementations of services and support partner relations. In this role you will be overseeing both hospital and clinic based programs by integrating InSight's team of telepsychiatry providers. This fast-paced position is an excellent opportunity for an individual who has interest in health care administration, project management, mental health care and telemedicine.

Organization Overview

InSight is the leading national telepsychiatry service provider organization with a mission to transform access to quality behavioral health care through innovative applications of technology. InSight has two decades of experience with telepsychiatry, and serves hundreds of organizations across the country with its on-demand, scheduled, connected services and Inpathy divisions. InSight is uniquely positioned to offer scalable telepsychiatry services in settings across the continuum of care. InSight has a diverse provider team, a robust internal infrastructure and a history of adapting its programs to fit the needs of a variety of different settings and populations.

www.InSightTelepsychiatry.com

Job Responsibilities

- Support program implementations through project management
- Serve as a primary point of contact for partners, acting as a liaison between InSight's partners and administrative team members
- Schedule phone, video and content sharing meetings between InSight and its partners
- Share notes, deliverables, action items and next steps after meetings in order to maintain the implementation plan's process and timeline
- Identify variances from the implementation plan and escalate issues to appropriate team member if progress is challenged
- Partner with talent and other operations teams to identify correct provider for clinic based programs and team of providers for hospital based programs
- Use databases and other internal tools to make a decision on providers that best "fit" a program
- Maintain up-to-date partner profiles in Salesforce
- Launch implementation presentations including internal go-live messaging, workflows, service types, provider introductions, etc.
- All other duties, as assigned

Job Requirements

- Bachelor's degree in healthcare administration, project management or related field
- 2-4 years of related experience
- Exceptional written and verbal communication skills
- Superb organizational, time management and problem solving skills
- Ability to work under pressure
- Quick thinker and decision maker

- Comfortable working with a remote team

Ideal Candidate

- Salesforce and Smartsheet experience
- Desire to grow and develop with the organization

Logistics

- Position available immediately
- Position based in Marlton, NJ
- Full-time
- Reports to the Implementation Manager
- FLSA Status: Exempt

To apply, please send your resume and a customized cover letter to jnapoli@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