

HEALTHCARE SECURITY PROJECT MANAGER



BLACKSTONE
CONSULTING, INC



REPORTS TO:
Security Manager



DEPARTMENT:
Healthcare Security

TOOLS



Project plans



Reporting dashboards



Microsoft Office suite



Business frameworks

WORKING CONDITIONS

Mental Demands

(may experience and/or instruct staff)



Ability to maintain composure when dealing with high-pressure/urgent situations



Ability to perform in fast-paced working environments with multiple projects and tight timelines



Ability to navigate and mobilize complex organizational structures and politics



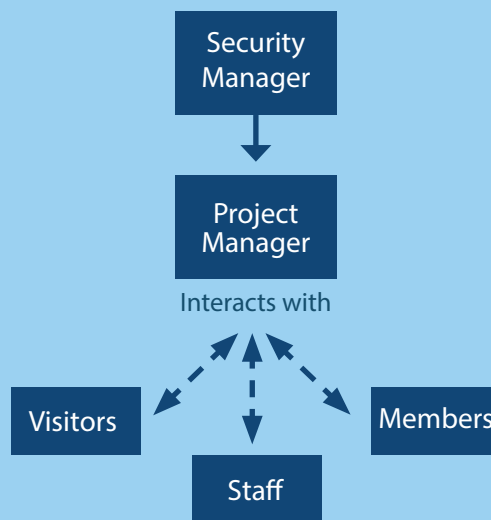
Ability to work across and with diverse populations

ABOUT ME

I am an experienced and passionate Healthcare Security Project Manager.

As a Healthcare Security Project Manager, I support my security team function through project planning, coordination, management, and measurement.

I am proactive, meet program commitments on time, and within the resource limitations for the Blackstone Security Services Kaiser Permanente security contract.



MY FOCUS

"My main focus is to **determine requirements, establish priorities,** and **monitor service delivery** on projects with stakeholders. I also support the design, development, and execution of processes."



QUALIFICATIONS

Education/Certifications

- Bachelor's/Master's degree (or equivalent experience)
- 5+ years of professional experience business management, and/or security operations

Knowledge

- Security services and/or healthcare environments
- Business administration & project management principles

Skills

- Planning, organizing
- Leadership principles
- Ability to adapt
- Emotional intelligence
- Meeting facilitation
- Change management
- Computer proficiency (Microsoft Office suite)
- Processes development and implementation
- Business/financial data analysis and solutions development
- Customer service

Requirements

- Reliable form of transportation
- Ability to drive (pending site requirements)
- Ability to travel frequently
- Prioritize a high work load
- Maintain professional composure
- Ability to use N-95 Respirator
- Ability to pass physical fitness test and employee health screening

METRICS

Quality Assurance



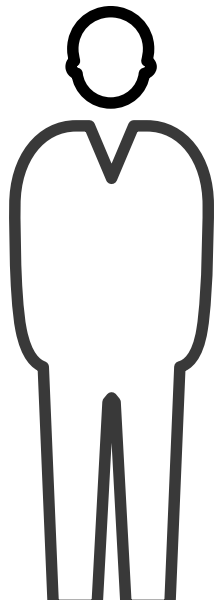
On time project delivery



Project budget performance



Task completion



SECURITY BASICS	RISK MANAGEMENT	COMMUNICATION	SERVICE DELIVERY	LEADERSHIP
Knowledge of healthcare operations and care delivery environments	Stakeholder coordination	Written and verbal communication skills	Delivery on time and in scope	Decision making skills
Security procedures and operations expertise	Project planning	Ability to influence stakeholders	Report and dashboard creation	Collaborative
Knowledge of facility and department heads	Time management	Presentation and facilitation skills	Project tracking and attention to detail	Emotional intelligence
Business and organizational acumen	Problem solving	Ability to listen accurately and thoroughly	Ability to prioritize and multi-task	Adaptable

RESPONSIBILITIES

Support

- Support management through project planning and coordination to meet commitments on time, and within resource limitations
- Support administrative tasks for scheduling and planning for meetings, and workshops
- Support design and execution of Security processes
- Provide support during client service level changes
- Support security planning, assessments, and surveys
- Review and update enterprise policies, procedures, and documentation

Report

- Analyze data and prepare any project reports that are requested
- Prepare statistical reports to evaluate project performance
- Create dashboards to report tracking of project progress

Communicate

- Communicate in a courteous, respectful, and pleasant manner to the security team, customer, visitors, and members
- Present a professional image of BCI, the customer, and Security Department
- Build relationships and work closely with facility personnel/management
- Interact effectively at various company levels, and across diverse cultures
- Adapt to changes in the external environment and in the organization

Develop

- Assist in the development and administration of budget in relation to assigned projects, or work efforts
- Be entrepreneurial and excited about building and creating new processes

Maintain

- Maintain and display good public relations skills during interactions
- Maintain compliance with local, state, and federal regulations

Manage

- Track and report on progress/ status of work efforts and operations processes
- Evaluate project status and resource utilization, track risks and decisions; implement changes as needed; escalate risks for resolution, review status reports prepared by project personnel, and modify schedules or plans as required
- Be an effective leader and member of the project teams
- With client and management approval, determine requirements, establish priorities, and monitor progress
- Meet regularly with client for status updates and to address any potential problems

Learn

- Learn security and healthcare terms, operations, and procedures
- Learn and adhere to the company policies and procedures
- Learn facility departments/codes
- Learn local and state regulations