



WORKWELL JOB POSTING #10062017

JOB TITLE: NETWORK PROGRAM MANAGER

ABOUT WORKWELL PREVENTION & CARE:

Based in Duluth, MN, WorkWell is the leader in soft tissue illness treatment and prevention solutions. The WorkWell Wellness System is provided through our Physical and Occupational medicine providers. Providing Network coverage with over 10,000 therapists worldwide trained in our methodologies and servicing more than 3,000 employer sites nationwide.

SUMMARY OF POSITION:

WorkWell is currently launching an expanded WorkWell Quality Provider Network offering. The Network Program Manager will ultimately be responsible for creating, improving and maintaining clinical content, resources, and course material to improve the value of our WorkWell Quality Provider network offerings. Your duties will also include executing strategies to raise brand awareness and maintaining positive, mutually beneficial relationships with our provider customers.

Our ideal candidate is an experienced professional with demonstrable clinical network management skills. As a Network Program Manager, you should perform well under deadlines and be detail-oriented. Ultimately, you should be able to oversee all provider content initiatives to ensure customer engagement, brand consistency, and a positive customer experience.

DUTIES AND RESPONSIBILITIES:

1. Responsible for creating, improving and maintaining clinical content and resources to improve the value of our WorkWell Quality Provider network offerings
2. Manage content strategy aligned with short-term and long-term goals
 - Manage provider content schedule and deliverables
 - Collaborate with marketing and design teams to plan and develop site content, style and layout
 - Collaborate with clinical course developers to deliver WorkWell
 - Create and publish engaging content
 - Edit, proofread and improve writers' posts
 - Liaise with content writers to ensure brand consistency
 - Stay up-to-date with developments and generate new ideas to draw audience's attention
 - Oversee WQP Newsletter, webinar development.
 - Manage external credentialing of WorkWell training programs
3. Oversee the credentialing of the WQP Providers and renewal of WQP membership.
4. Assist with clinical program support and direction.
5. Participate in WorkWell staff meetings
6. Meet and receive direction from COO



SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

1. Experience in project management and budgeting
2. Experienced professional with demonstrable clinical network management skills
3. Hands on experience with MS Office and WordPress
4. Familiarity with social media
5. Excellent writing skills in English
6. Experience with professional accreditation associations
7. BS degree in relevant field

Location: Duluth, MN, or remotely within the United States.

Benefit Eligible: Yes

Exemption Status: Exempt

Hours/Pay Period: Full-time

Schedule Details: Monday - Friday; Days

Compensation Detail: Salaried - Education, experience, and tenure may be considered.

ABOUT DULUTH, MINNESOTA:

The “city on the hill” overlooks the largest freshwater lake in the world, Lake Superior. A high quality of life is enjoyed by almost 90,000 residents. From its top-ranked schools and universities to its thriving business community — Duluth is a fabulous place to raise a family, seek higher education, work or play! On the scenic shores of Lake Superior, Duluth rests halfway between the Twin Cities and the Canadian border. As one of the largest international ports, Duluth is a key shipping, commercial and manufacturing center. Major industries include health care, education, aviation, technology and tourism. A thriving arts, outdoor recreation and unique retail environment, make this a top tourist destination – attracting 3.5 million annual visitors.

Outside Magazine ranks Duluth as the Best Town 2014. The magazine has also identified Duluth as the second best outdoor adventure hub in the world.

TO APPLY SEND RESUME AND COVER LETTER.

ATTENTION:

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