

## Position Description

<b>Position Title</b>	<i>Associate Consultant, VantEdge One Group</i>
<b>Reports To</b>	<i>Managing Partner, VantEdge One Group</i>
<b>Location</b>	<i>Chicago, IL</i>

### Job Purpose

The Associate Consultant for VantEdge One Group is a key member and supporting consultant role with a trajectory towards team leadership, engagement leadership and management. The Associate Consultant will participate and manage multiple aspects of consulting engagements as well as internal development working with members of the practice on initiative execution including conception, issue identification, hypothesis formation, problem solving as well as the research, analysis, and writing of custom business strategies and client deliverables. The Associate Consultant also supports business development activities, facilitates/presents and contribute to intelligence development, adding value across VantEdge One Group.

### Duties and Responsibilities

#### **Analytics and Problem Solving:**

- Utilize VantEdge One Group methodologies in typical and complex situations while being able to adapt to changing circumstances and new requirements
- Conduct client interviews related to data analysis, data interpretation, and process design to identify, recommend, and solve business problems
- Construct and/or lead data analysis by ensuring efficient data collection, instructing on analytical choices and summarizing conclusions and recommendations
- Assist in preparation of client deliverables including data analyses, process flows, quality reviews, training, and presentations
- Plan, organize and prioritize project activities using work plans and other project management tool

#### **Client Relationship Management:**

- Build and manage successful client relationships generating positive client feedback on quality, value, innovation, delivery, and results
- Appropriately seek client input and cooperation while ensuring project goals are met
- Effectively obtain client feedback and appropriately respond to client concerns

#### **Professional Acumen:**

- Communicate effectively (written and verbal) and appropriately influence various audiences and levels of client management including risks and recommendations to project management
- Demonstrate all VantEdge One Group's core values as well as a high level of self-awareness to respond to all situations and people with poise, professionalism, and appropriate communications

**Project Management:**

- Support consulting project scope and overall delivery around project activities, timelines, deliverables, project budgets and outcomes
- Work with project teams to develop deliverables including methodologies, data analyses, and strategic recommendations
- Support the preparation, development and delivery of high quality work including presentation of strategic and analytical results to clients
- Contribute to VantEdge One Group overall and departmental financial and delivery targets by ensuring work is delivered on time and on budget
- Support the development of project proposals and resource budgets
- Communicate and integrate consulting project insights and results to the larger VantEdge One Group teams, while looking for ways to contribute to the development of new advisory services and create improved deliverable formats
- Ensures consistent, efficient and cost effective processes, procedures and appropriate accountability, including effective management of resources

**Qualifications****Basic Requirements:**

- Current permanent U.S. work authorization required
- Bachelor or advanced degrees in Business Administration and/or Health Care Management (MBA, MHA). Other degrees in clinical medicine (MD, RN), engineering or economics will be considered.
- A minimum of 1 year of relevant hospital operations experience including project-based performance improvement initiatives/role within a hospital/health system or healthcare consulting firm setting
- Supply Chain, Revenue Cycle, and Peri-Operative process re-engineering experience
- Willingness and ability to travel every week (Monday-Friday)
- Work extended hours as necessary

**Preferred Requirements:****Education:**

- A Master's degree in Business Administration, Nursing, Health or Hospital Administration is highly desirable
- Certification in project management (PMP) and/or change management methodology (Lean, Six Sigma) a plus

**Experience:**

- Recent healthcare consulting experience in a team-based professional services firm environment
- Healthcare delivery/provider experience with focused experience in process reengineering, project management and benchmarking and analysis related to clinical documentation and clinical transformation

**Skills:**

- Strong attention to detail and proven data/analytical and process redesign skills (including problem solving, quantitative reasoning and workflow mapping) to develop analysis and process improvement recommendations to create a solution that drives measurable desired results and maintains client and team satisfaction
- Solid written communication and documentation skills to create and edit internal and client deliverables that are succinct, articulate and meet VantEdge One Group's standards of quality
- Exceptional organization and time management skills to manage multiple priorities at once with fast-paced turnaround
- Advanced knowledge of MS Office programs and tools including Excel pivot tables and v-lookups

**Attributes:**

- Able to demonstrate a high degree of self-awareness and ability to accurately gauge others to appropriately guide thinking and behavior, especially in difficult situations
- Ability to appropriately influence clients and willingness to accept and integrate constructive feedback
- Flexible learning mind-set to fully understand and integrate VantEdge One Group's methodology with a high level of critical thinking and ability to navigate ambiguous and dynamic circumstances and environments
- Excellent interpersonal, verbal communication and presentation skills
- Perform duties and job-related tasks under pressure and given time lines

**Working Conditions**

- Work as a member of a team as well as be a self-motivator with ability to work independently
- Constantly operates a computer and other office equipment to coordinate work
- Frequently travels by airplane, train or car as necessary to perform work at another location
- Generally, works in an office or hospital environment

**Physical Requirements**

Normal light, heat, air and space in an office-based and hospital-based work environment

**Physical Demands:**

Occasionally:

- Standing
- Walking
- Climb-Stairs
- Sitting
- Finger/Hand Dexterity
- Talking
- Hearing
- Seeing

**Benefits**

VantEdge One Group offers a competitive compensation and benefits package including medical, dental, and vision coverage to employees and dependents; an IRA plan with a generous employer match; and a generous Paid Time Off policy.

VantEdge One Group is fully committed to providing equal employment opportunity in recruitment, employment, compensation, benefits, promotions, transfers, education and all other terms of employment. VantEdge One Group will not discriminate on the basis of age, race, color, gender, marital status, sexual orientation, gender identity, national origin, religion, Vietnam era of veteran status, physical or mental disability, creed, citizen status or any other status protected by federal, state or local law. We endeavor to maintain a drug-free workplace.