

Position: **Consultant**
Reports To: **Senior or Principal Consultant**
Focus Area: **Facility Activation Solutions**

POSITION SUMMARY

The Facility Activation Consultant (FAC) is responsible for assisting in the management and implementation of all activities related to the activation or relocation of a hospital facility. The FAC will assist consulting team members in developing creative solutions for activation engagements and will have the ability to perform the following functions: manage multiple projects, programs or engagements; assist in conducting a Activation Readiness Assessments; prepare, develop and maintain the Master Activation Budget and Schedule; update the budget and schedule on a regular basis; prepare Activation Implementation Plans and Project Status Reports for each assigned project. TC will report to the Principal Consultant.

ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES

1. Participate in the planning and scheduling sessions for large complex hospital projects.
2. Evaluate all areas of an existing medical facility to understand the current building and layout.
3. Participate in the development of all activation planning documents.
4. Understand and interpret architectural floor plans with furnishings and medical equipment.
5. Understand the existing and new floor plans to identify and compare areas for creating origin/destination documentation.
6. Understand clinical operational flow patterns and processes.
7. Understand and be involved in a procurement process for healthcare equipment and furnishings.
8. Participate in client/owner group meetings with a diverse culture.
9. Engage and interact with all levels of clients, vendors, consultants, etc. with clear and concise oral and written communications.
10. Cultivate and maintain a network that will assist in obtaining annual revenue goals.
11. Perform other duties as assigned to enhance the development and growth of KLMK.

GENERAL BACKGROUND AND MINIMUM REQUIREMENTS

1. 3-5 years of practical project management experience, preferably in activation and planning management.
2. Required Education – Bachelor degree from an accredited four-year program in a related field such as:
 - Facility Planning - planning, architecture, design or administration
 - Project Management – architecture, engineering, building construction
3. Preferred Education – Masters degree from an accredited program:
 - Facility Planning - planning, architecture, design or administration

- Project Management – architecture, engineering, building construction, real estate development
4. Knowledge of clinical healthcare project management, operations and planning; operational interviews; technology integration; move planning, patient moves and healthcare facility activation preferred.
 5. Communication – excellent, verbal, oral presentation and written skills.
 6. Interpersonal – able to work well with others and participate as a team player.
 7. Goal Oriented – able to set goals and achieve them.
 8. Organizational Ability – able to plan, prioritize, organize and monitor activities and projects. Ability to handle multiple projects simultaneously and ensure quality of work.
 9. Computer Skills – Knowledge of personal computers, MS Office, scheduling software, CADD, crm database.

WORKING CONDITIONS

Standard Office Environment	30	% of time
Travel Required	70	% of time
Lifting Required		% of time
Continuous Standing		% of time
Exposure to Chemicals		% of time
Exposure to Loud Noises		% of time