

Position: LEAN Coordinator
Department: LEAN
Pay: \$19.80 min. doe.

Job Summary: This position functions as the coordinator for organizational Lean Transformation. Primary function is to assist the Lean Transformation Manager with the leading and conducting Value Stream Analyses and facilitation of organizational or cross-departmental Rapid Improvement Events (RIEs). This role includes coordinating, planning, RIE, and follow-up activities as directed. Trains, coaches and coordinates improvement efforts of lean teams using the principles of Lean. Works in partnership with assigned Lean Manager and RIE teams to develop Lean strategies and ensure adherence to the principles of Lean thinking.

Essential Job Functions:

Responsibilities and Specific Performance Standards:

1. As directed by Lean Manager, to assist with logistics related to Lean Transformation efforts.
2. Assists with the development, tracking, and reporting of metrics for each Rapid Improvement Event (RIE) and monitors the impact of these events.
3. Focuses on quality and process control within areas of the hospital and affiliated practices.
4. Investigates and performs root cause analysis with rapid improvement events (RIE).
5. Implements and supports the Continuous Improvement Plan.
6. Champions process improvements and assists with the lead of Kaizen events.
7. Creates value stream mapping and standard work.

Qualifications:

Education

This position requires a Bachelor's degree and 2 years of healthcare experience. Knowledge of Toyota Lean Production System tools and implementation is preferred. This position also requires strong leadership, facilitation, interpersonal, team building, project management, written/verbal communication, conflict resolution skills, basic statistical analysis and data management skills. Position must also have working knowledge of Microsoft Office applications.

Work Experience

2 years of healthcare experience.

Knowledge, Skills & Abilities Required

Broad knowledge of healthcare delivery system/services; leadership and interpersonal skills; oral and written communication skills; negotiation skills.

Physical Requirements

Demonstrates effective communication skills and the ability to work extended hours to accommodate scheduled meetings. Work is primarily sedentary, with some standing, walking and repetitive movement. Speech and hearing skills are required for

communication with people. Visual skills are required in preparing materials, word processing and proofreading. Must be able to lift at least 20 lbs. Meets health requirements of Caldwell Memorial Hospital.