



Lake County Tribal Health Consortium, Inc.
Is Currently Accepting Applications For:

QUALITY IMPROVEMENT COORDINATOR

Apply Soon

(Apply Soon - Posting May Close At Any Time)

www.LCTHC.com Visit the career page for the employment application form and supplemental questionnaire, and to view the full job description and all current job postings.

All applications submitted by the deadline that qualify for the job posting will be considered. Lake County Tribal Health Consortium, Inc. is an equal opportunity employer with preference given to Native American applicants in accordance with CFR 25 USC 472, the Indian Preference Act.

Salary: Dependent Upon Experience

Lake County Tribal Health Consortium, Inc. has a competitive salary and benefit package that includes a 403B retirement plan.

QUALIFICATIONS:

- Must hold an Associates degree from an accredited university or college in public health, hospital administration or related field and or three years of experience in public health clinic management or health delivery.
- Quality Improvement is required. Registered Nurse or Bachelors degree preferred.
- Must be able to work effectively with Native American People and other ethnicities in culturally diverse environments
- Must possess a CA Driver's license or if from out of state be eligible to obtain one within 2 months of employment. Must have a good driver's record

POSITION SUMMARY:

This position will be responsible for the development, implementation and management of the quality improvement and quality assurance plan for the Public Health Department, Medical and Dental Departments in accordance with the clinic and LCTHC adopted mission and goals and in conformity with the requirements of all funding sources and applicable regulations and standards, including those of the federal Indian Health Service.

Lake County Tribal Health
Modern Medicine  Personalized Care

ESSENTIAL JOB FUNCTIONS:

- Act as GPRA Coordinator completing and submitting quarterly reports,
- Updating staff and board members, and creating policies and programs to improve GPRA indicators.
- Act as the grant coordinator, compiling data for grants to help Program Manager with submittal of quarterly reports.
- Manage the quality improvement requirements of the Medical and Dental departments.
- Develop and implement systems, policies and procedures for the identification, collection and analysis of performance measurement data for public health, particularly in the area of diabetes and cardiovascular disease.
- Direct activities that ensure continuous quality improvement occurs across multidisciplinary clinical functions
- Analyze and summarize public health and clinical performance improvement data for the board, clinic departments, other community health providers, funding agencies and the public at large. Participate in agency committee meetings as assigned.
- Prepare quarterly reports, providing feedback to organization on effectiveness of selected interventions on measured indicators.
- Collect and analyze patient satisfaction survey data, identify improvement opportunities and present solutions to department heads'
- Create RPMS queries to collect population data needed for tracking indicators.
- Collect baseline data as initial step of PDSA cycle.
- Chair the Continuous Quality Improvement (CQI) multi-disciplinary team to create and implement CQI initiatives using PDSA cycle.
- Train organization staff in the Chronic Care Model, Quality improvement technology including PDSA cycles and RPMS population management capabilities.
- Maintain data of provider credentialing to ensure licenses are active is current with no restrictions.
- Maintain open and effective working relations interdepartmentally and with related community agencies.
- Actively develop continuing professional expertise in relations to work responsibilities.
- Other duties as assigned.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC.

Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.