POSITION DESCRIPTION

POSITION: Quality Initiatives Coordinator

POSITION SUMMARY: Assure that the agency is “audit ready every day”. The Coordinator is responsible for assuring the organization maintains compliance with Joint Commission standards, and Ohio Department of Mental Health and Addiction Services (OhioMHAS) certification standards. Responsible for leading quality improvement activities.

MINIMUM QUALIFICATIONS: Degree in Business or Public Administration, Human Services or related field, and previous experience leading quality initiatives is preferred. Previous experience with JC/MHAS or contracting in the behavioral health field helpful. Expertise in database management and or Excel required.

REPORTING SUPERVISOR: Reports to the President/CEO

POSITIONS SUPERVISED: Volunteers, interns and contract staff, as assigned.

ESSENTIAL FUNCTIONS:

Standards Compliance

- Assure all departments meet or exceed JC and Ohio MHAS standards.
- Monitor compliance on an ongoing basis
- Act as contact person for accrediting/certifying organizations

Documentation/Reports

- Compile and report data on internal and external QI areas meeting all report time frames
  Including Moving the Needle Data
- Develop special reports as requested
- Act as the repository for all QI/Outcomes data
- Assure that all external and internal reports are available to the customer according to customer’s timeline.

Committee Standing Member
- Best Practice- standing member
- Pharmacy and Therapeutics
- Utilization Review
- Forms
- Management Team- standing member
- NIATx change teams

Customer Service
- Work with consultants, as appropriate, on evaluation Projects

Other
- Provide one staff in-service per annum on QI related topic.
- Job duties may be increased, decreased or combined as the needs of the agency dictate.

COMPETENCIES:
- Ability to exercise good judgment
- Ability to accomplish goals and possess a high level of creativity to design improvements in agency systems.
- Excellent facilitation skills
- Ability to represent CAT in a professional manner to external customers
- Work well with peers and be team oriented
- Self-directed and ability to prioritize one’s own work
- Ability to identify problems and implement solutions
- Proficient in word processing and spreadsheet software
- Ability to navigate the building
- Excellent communication skills both oral and written

EXPOSURE CATEGORY: III

____________________________________  __________________
Signature                      Date

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