

QM/Project Coordinator

DATE POSTED: 3/10/17

POSITION TITLE: Quality Management/Project Coordinator

SALARY RANGE: \$50,000 - \$56,000

DURATION Full time

POSITIONS AVAILABLE: 1

GENERAL DESCRIPTION: The position is responsible for oversight of the Behavioral Healthcare Quality Management Program including the Quality Management Plan. This includes responsibility for activities and processes that address identified clinical and organizational problems including data integrity and the processes to evaluate and continuously improve data accuracy. Responsibilities include consistent analysis of processes to systematically monitor, analyze, and improve performance of quality management activities, administrative services, client services and outcomes for individuals. Responsibilities include ongoing monitoring of the quality of access to services, service delivery, and continuity of services including contract providers. The position working with the Behavioral Healthcare management team provides oversight to ensure compliance with the quality of TRR practices to include fidelity to the model of service delivery and fidelity to evidenced based practices. The position will manage, evaluate, and trend large amounts of complex, clinical data and report to the Utilization Management/Quality Management Committee. As part of the quality management program, this position will implement and oversee the customer satisfaction survey process. In addition, this position will be readily available to take on special projects as the need arises. This position will directly report to the UM/QM Manager and work closely with the Behavioral Healthcare management team including the Director of Behavioral Healthcare Services. This position will accept additional responsibilities as requested. Works a 40 hour work week, Monday through Friday with exceptions to meet program needs. Some travel may be required. Responsible and accountable for adherence to and promotion of the compliance program.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in a relevant field
- Must have working knowledge of Microsoft Office.
- Experience working in the healthcare field in particular, the behavioral healthcare field

PREFERRED QUALIFICATIONS:

- Healthcare Quality Management certifications preferred (i.e. Lean Six Sigma, etc.)
- One year experience directly supervising employees

LICENSE/REGISTRATION REQUIRED: Yes

TRAVEL REQUIRED: Yes

- **TYPE OF LICENSE:**

- Valid Texas Driver's License in good standing

JOB RELATED PHYSICAL REQUIREMENTS: Standard requirements

Please apply at:

www.texanacenter.com