



QM/Contract Specialist

Terrell, TX

Description

Assist and evaluating services of individuals in a community mental health center across northeast Texas. The Center serves individuals with Mental Health, Intellectual and Developmental Disabilities and Substance Use. The QM Specialist will work under the general supervision of the QM Manager with a moderate degree of latitude for initiative and independent judgement. Duties & responsibilities include, but are not limited to conducting program satisfaction surveys and mystery calls, center-wide Safety Officer/Safety Committee Chair; assist with contract monitoring; providing support for quality, regulatory and compliance activities for the agency to ensure services provided are in accordance with all applicable standards, rules and regulations; maintains current knowledge of rules and standards; committee involvement as needed; perform other duties and responsibilities as required, assigned or requested.

Requirements:

Some statewide travel, occasionally overnight and use of a personal vehicle for agency business will be required.

Proficient skills in the use of data and word processing equipment and software, must have a current Texas driver's license and maintain an acceptable driving record and insurability, ability to write clear, concise reports, maintain a positive working relationship with all service providers and effective time management and organizational skills.

Rate - \$20.25 per hour

Employee Benefits at Full Time Include:

- Employer-Cost Sharing of Health Insurance (Includes 50% of Elected Dependent Coverage)
- Employer-Paid Short-Term Disability Insurance
- Employer-Paid Term Life Insurance
- Employer-Match Retirement Contributions (up to 5% of Base Salary)
- Optional Dental, Vision, Life and Long-Term Disability Insurance

- Public Service Loan Forgiveness
- 13 Paid Holidays per Year
- 2 Weeks Paid Vacation per Year with Graduating Accrual Rate
- 2+ Weeks of Paid Sick Leave Per Year

Qualifications

Education

Required

Minimum of Bachelor's degree from an accredited college or university with a major in a human resource related field or a field related to the duties of the position. Minimum of one year of experience working with intellectual disabilities or mental illness. Additional related work experience may be substituted for the required education on a year for year basis.

Preferred

Knowledge of HHSC Texas TRR Guidelines, rules and regulations for MH and IDD services, Cerner and CARE computer systems.

Bilingual skills, a plus

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