POSITION ANNOUNCEMENT

Position: Quality & Compliance Coordinator – Part Time
Function: Promotes best practices in program services through quality assurance, quality improvement, and corporate compliance activities agency-wide.
Reports to: Director, Quality, Compliance and Staff Development

Tasks:

- Facilitates the implementation of the Quality Improvement Plan.
- Facilitates the implementation of the Corporate Compliance Plan.
- Coordinates the submission, and provides for the analysis and review of Quality & Compliance reports and certifications.
- Coordinates training delivery and provides training as needed
- Coordinates the submission and distribution of incident reports/investigations, prepares Special Review Committee package and incident trend reports and analysis. Prepares minutes of Special Review Committee meetings.
- Assists in the conduct of Special Investigations and other quality and compliance investigations as assigned.
- Compiles and analyzes demographic and outcomes reports on a periodic basis.
- Provides review, analysis and reporting for special projects/initiatives.
- Develops quality and compliance instructions and guidelines.
- Staffs Help Desk for AWARDS and liaison with Foothold Technology.
- Staffs the Case Record Review Committee and prepares scoring reports.
- Staffs the Regulatory Compliance and Quality Improvement Committee and prepares minutes of meetings.
- Reviews billing packages for accuracy and completeness, as assigned.
- Promotes evidence-based practices.
- Recommends measures to evaluate and improve the quality of services.
- Submits regular written reports, as requested.
- Duties as assigned by supervisor.

Salary: $26.52
Hours: Up to 20 hours a week

Qualifications: M.A. in psychology or a human services field and significant experience in programs serving mentally ill adults. Strong organizational, written and verbal communication skills. Strong computer skills including working knowledge in Word, Excel and PowerPoint as well as capacity to navigate and enhance proficiency in these and other software systems. Quality assurance and/or supervisory experience preferred.

Fax/mail/email a resume, cover letter, and contact information for 3 professional references to:

Sharon Royer
Director of Human Resources and Information Management
Email: jobs@acmhnyc.org

ACMH, Inc. promotes the wellness and recovery of persons with mental illness living in New York City and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.
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