

Job Announcement



Position Title: Quality Assurance Specialist
Written by: Human Resources Department
Reports To:

Hours: Full-Time, M-F
Salary Range:
Approved by CEO date:

Mission Statement: It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

General Summary:

The Quality Assurance Specialist is responsible for the quality assurance of CCBHC program requirements. helping the health system identify, prioritize, and succeed in develop, implement, and improve a measurable system of delivering services patients in the clinic. The Quality Assurance Specialist is familiar with the needs of SMI, SED, and co-occurring disorder (COD) populations.

Essential Duties:

- Works directly with, and is point person for CCBHC Evaluator
- Assist with preparation for GPRA data collection, validation audits, data submission
- Assist in tracking all CCBHC required data and reporting the measurement to evaluator
- Collaborate with evaluator with the data collection and data analyst to obtain relevant information to track and trend quality indicators
- Provides direction and management of quality improvement activities
- Identify improvement opportunities, supports initiatives of others, and serves as an organizational expert for current trends, innovations and healthcare changes designed to positively impact patients and care delivery processes.
- Develops and analyzes reports to monitor and evaluate quality performances in meeting established goals related to quality improvement plan and contractual requirements
- Perform selected outcomes studies
- Perform incident (complaint/grievance) investigation
- Serves as primary reviewer of daily documentation to assure documentation is complete and consistent with care and reflects legal requirements.
- Perform quality standards review consistent with established procedure and timelines
- Provides guidance and training to new associates
- Manage and meet QI project and task deadlines with the demonstrated ability to work independently and a team member

Job Specifications:

Education and Knowledge

- Bachelor's degree or higher from an accredited educational institution in an appropriate behavioral science, mental health discipline or recognized helping profession
- Successful completion of background screening.
- Preferred bilingual in English and Spanish
- Carries out and follows all SCFHC procedures

Skills and Abilities

- Excellent writing skills, ability to submit documentation on a set timeline.
- Demonstrated success working on government grants

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Travel Requirements

- Occasional travel within Los Angeles County may be required

TO APPLY: Send cover letter & resume to Human Resources at hr@scfhc.org or fax to (323) 432-4877

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>