

At Saban we believe in the employee experience, and know you are the heart of our business! Work shouldn't consume your life, we believe in **Work-Life-Balance** and strive for **flexibility** through various **company perks**.

Benefits and Perks:

- Free Medical coverage options We cover all out of pocket expenses!
- Chiropractor/Acupuncture covered at 100% in-network
- HMO and PPO Dental coverage options
- Vision
- Weekend Shift Differential Pay
- 403(b) retirement plans with employer matching
- Generous paid time off including 1-Week Holiday closure for Christmas & New Years!
- Competitive Wages & Annual Merit Increase

This position may work four, ten hour days/wk and one day a week can be remote.

Duties and Responsibilities:

- Effectively coordinate and manage the organizations processes for implementation of Quality Improvement activities.
- Responsible for implementing and maintaining improvement activities to meet HEDIS, UDS, and PCMH standards as well as Continuous Quality Improvement (CQI) activities.
- Develop assessment activities and use tools such as PDSAs to track, analyze and present patient health outcome measures, process improvement activities, program performance, and patient satisfaction.
- Prepare written reports, assemble data, and create charts and graphs representing key performance indicators and other imperative quality data.
- Assist other management staff and work across various departments in the development and tracking of PDSAs and other QI initiatives to improve patient health outcome measures and to meet quality key performance indicators.
- Participate in and assist with the coordination of quarterly Quality Management Committee meetings and other meetings or presentations, as needed. Conduct various presentations and staff trainings, as needed.
- Support with ongoing health plan and IPA supplemental data submissions.
- Assist with medical chart reviews and make necessary corrections in preparation for any local, state, or federal audits.
- Conduct patient outreach, as necessary.

Position Requirements:

- To perform effectively in this position, the incumbent must have:
- Communication Skills (written, verbal, presentation and patient engagement)
- Project Management, Time Management, Team-Building, and Facilitation Skills
- Analytical Skills and Ability to Work with Systems to Extract, Review, and Present Data
- Interpersonal and Relationship Building Skills (with patients and clinic staff)
- Service Coordination and Navigation Skills
- Professional Skills and Conduct (including IT skills)
- Health Care Knowledge Base (health care system, quality measures and health disparities)

About Us:

The Saban Community Clinic was founded in 1967 on the principle that healthcare is a right, not a privilege. It is our mission provide affordable quality Whole Person Care to everyone regardless of income or immigration status in a caring environment. This includes medical, behavioral health and dental care.

Saban Community Clinic values the diversity of the people it hires and serves. Diversity at Saban means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, gender identity, sexual orientation or disability.

Our impact continues to grow. Come join our dynamic team to help build healthier communities and make a difference in our patient's lives!