



EMPLOYMENT OPPORTUNITY

Tri-City Mental Health Services invites your application for the position of:

QUALITY IMPROVEMENT SPECIALIST II (Full-Time)

ANNUAL SALARY: \$61,932.83 - \$99,091.88 (DOQ)

DEADLINE TO APPLY: OPEN UNTIL FILLED

THE POSITION

Tri-City is actively recruiting for **one (1)** special individual to serve as a Quality Improvement Specialist II for the **Quality Assurance (QA) Team** within the Best Practices Department. The Quality Improvement Specialist II will report to the Quality Improvement Supervisor.

This position is responsible for a variety of ongoing responsibilities including, but not limited to:

- Develop, implement and oversee QA practices, policies and procedures to comply with specified County, State and Federal laws and regulations;
- Review charts, Electronic Health Records (EHR) medical records, and reports prepared by staff; conduct random chart reviews consisting of at least a 5% sampling on a quarterly basis utilizing audit tool(s);
- Coordinate, involve, and train appropriate staff in the process of chart reviews;
- Create and maintain internal quality assurance bulletin and provide this information to clinical program leadership and staff on a monthly or quarterly basis; maintain and archive external quality assurance bulletins and documents through tracking system;
- Facilitate quality assurance meetings, workshops, and committees, as needed, in order to enhance documentation quality;
- Compile, monitor and report performance outcomes related to compliance and provide support to clinical department with outcome measures and general support with quality assurance performance measures; perform other duties as required.

Complete Job Description available upon request.

TRI-CITY FULL-TIME BENEFIT OVERVIEW:

SALARY: Merit increases available annually based on performance, budget availability and supervisor approval.

VACATION: 80 hours per year, increasing with years of service. Cash out option available.

HOLIDAYS: 10 paid holidays per calendar year plus additional 16 hours of floating holidays.

SICK LEAVE: 88 hours per year with no cap.

RETIREMENT: Tri-City participates in the California Public Employees Retirement System (CalPERS) with a retirement formula of 2% @ 55 for Classic members & 2% @ 62 for PEPRA members; employee contributes 7% & 6.75%, respectively; no Social Security.

HEALTH INSURANCE: Medical (Kaiser HMO), dental (MetLife PPO) & vision (EyeMed) of which Tri-City pays 80% of premiums.

LIFE INSURANCE: Paid at 1 times annual salary.

ADDITIONAL BENEFITS: STD/LTD & ADD, FSA, EAP, Deferred Compensation (457b), Credit Union, Bilingual Pay, On Call Pay, Employee Referral Program & paid time off for CME, etc.

QUALIFICATIONS

With EHR focus: The incumbent will have a Master's degree in business, clinical work, marriage and family counseling, psychology or related field; three to five years of increasingly responsible experience in public sector mental health service delivery or three to five years of experience with electronic health records; and familiarity with LA County DMH billing system.

With Clinical Experience: The incumbent will have a masters in clinical social work, marriage and family counseling, psychology or related field; two or more years of increasingly responsible experience in public sector mental health service delivery; proficiency in Los Angeles Department of Mental Health (DMH) compliance standards, experience with audits and audit preparation. Experience training staff on DMH documentation policies and billing standards. Quality Improvement experience in relation to compliance and quality assurance: track, compile, evaluate and analyze data.

Electronic Health Record experience is preferred. Microsoft Office experience is required.

LICENSE: Must have and maintain a valid Driver's License with a satisfactory driving record and current, valid automobile insurance.

Any combination of education and experience that would provide the required knowledge, abilities and skills may be considered as qualifying. *Candidates may be hired above the minimum salary range depending on qualifications (DOQ).

APPLICATION & SELECTION PROCESS:

Applications will be received and reviewed through CalOpps website. Those candidates, whose applications indicate that they are most qualified, will be invited to attend an oral interview. If necessary a second and third oral interview will be conducted.

To apply, please visit our Jobs Page at <http://www.tricitymhs.org/jobs> or via CalOpps at: <https://www.calopps.org/node/11282471/recruitments>

You must apply online. Tri-City does not accept fax, email or copy applications. You may include a cover letter and resume, however, resumes in lieu of completion of the online application are not acceptable. Questions regarding this recruitment can be directed to: **Email:** hr-team@tricitymhs.org

AN EQUAL OPPORTUNITY EMPLOYER

Tri-City does not discriminate on the basis of race, color, religion and religious creed, sex, gender, gender identity, gender expression, national origin, ancestry, citizenship status, age, marital status, disability, medical condition, genetic characteristics or information, sexual orientation, military and/or veteran status or any other basis protected by law. Tri-City maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

ABOUT TRI-CITY

Tri-City Mental Health Services is a public agency serving the diverse communities of Pomona, Claremont, and La Verne.

Established in 1960, Tri-City Mental Health Services (TCMHS) was conceptualized as a comprehensive mental health service provider, dedicated to helping families and individuals of all ages reach their full potential. Through close and dedicated collaboration with the community it serves, TCMHS has successfully created an integrated system of care that ensures access and enhances mental and emotional health. Available services include but are not limited to psychotherapy, clinical case management, medication support, peer-to-peer support, psychoeducation, linkage and referral, vocational training and support, socialization activities, and community outreach.

www.tricitymhs.org/jobs