



EMPLOYMENT OPPORTUNITY

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

QUALITY IMPROVEMENT SUPERVISOR (Full-Time)

ANNUAL SALARY: \$80,125.78 - \$128,200.61 (DOQ)

OPEN UNTIL FILLED

THE POSITION

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

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

- Oversee the Quality Assurance Team and Quality Assurance Program in order to ensure agency compliance 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 of at least 5% on a quarterly basis utilizing audit tool(s);
- Participate in all agency audits serving as the facilitator; assist program staff in preparing for audits; collaborate on corrective action plan for affected program and auditor;
- Assist in developing systems and standards for program evaluation; assist in implementing audits, processes, and assure agency activities are in compliance with specified laws; recommend ways to integrate the ethics message into all aspects of the agency's business and human relations.
- Participate in the attendance of Quality Improvement Committee (QIC) meetings facilitated by Los Angeles County Department of Mental Health (DMH).
- Create data collection tools for Clinical and MHSa programs and evaluate gathered data. Create reports to be utilized for Clinical and MHSa program development, implementation and improvement and other duties as assigned, etc. *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% & 6.25%, 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

A Master's degree in Marriage and Family Therapy (MFT), Social Work (MSW) and/or Psychology **AND** California Board of Behavioral Sciences (BBS) **OR** California Board of Psychology registration as either an Associate Marriage and Family Therapist (AMFT), Associate Clinical Social Worker (ACSW), **OR** a Psychiatric Technician, licensed in California by the State Board of Behavioral Science Examiner. Must have two to four year of experience in public mental health providing services and experience in relation to compliance and quality assurance. Must be proficient in Microsoft Office and experience with Electronic Health Record (EHR) is preferred.

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