

DIRECTOR OF COMPLIANCE AND QUALITY MANAGEMENT

Title: Director of Compliance and Quality Improvement

Reports To: Public Health Administrator/CEO

Salary Range:

Work Hours: 1 FTE

Summary of Duties:

1. Serves as Compliance Officer for the Knox County Health Department and Knox Community Health Center; functioning as an independent and objective resource that reviews and evaluates potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future within the Health Department and Community Health Center.
2. Creates and oversees the Health Department and Community Health Center Compliance Plan, ensuring management and employees are in compliance with the rules and regulations of State of Illinois, Federal, and other regulatory agencies, that company policies and procedures are being followed, and that behavior in the organization meets standards of conduct.
3. Institutes and maintains effective risk management and patient safety programs within the Knox County Health Department and Knox Community Health Center; reporting and reviewing results as part of quality management activities within appropriate departments.
4. Works with the Office Manager to develop an effective risk management and compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers.
5. Investigate, develop and facilitate accreditation and certification activities for the Knox County Health Department and Knox Community Health Center; serving as a resource for information on processes; coordinating and disseminating information to all individuals involved with the processes.
6. Plans, implements, and coordinates Quality Management program for the Knox County Health Department that is inclusive of quality assessment and improvement initiatives.
7. Coordinates Quality Management program specific to Knox Community Health Center, inclusive of both clinical services and management; providing administrative, technical, and implementation support to the Chief Medical Officer and CEO of the Knox Community Health Center.
8. Plans, directs, coordinates, and implements Board and internal strategic planning processes for Knox County Health Department and Knox Community Health Center in cooperation with management and the Board of Health and Governance Boards.
9. Provides reports on a regular basis, and as directed or requested, to keep senior management informed of quality management measures, risk management, and compliance efforts. .

Minimum Qualifications:

Master's Degree preferred, ideally in Public Health, Health Administration, or other related field, from a college or university accredited by the North Central Association or other regional, nationally recognized accrediting agency; or Undergraduate degree required, ideally in a related field, from a college or university accredited by the North Central Association or other regional nationally recognized accrediting agency, and a minimum of six (6) years experience in healthcare compliance or related consulting, with demonstrated ability in quality improvement.

Skills:

Provides leadership and experience in quality assurance, corporate compliance, regulatory matters or other related experience to Knox County Health Department staff and the Board of Health in order to further the mission of the Health Department and Community Health Center.

Ability to exercise a high degree of initiative and capacity in developing programming, to include, data attainment and management, program development, implementation, and evaluation; and proficiency in budgeting, financial, and personnel management skills; experience in strategic planning and execution.

Capacity to read, comprehend, and interpret Public Health and Community Health Center Code, as well as federal, state, and local statutes, rules, and regulations in order to develop programs, policies and procedures which maintain compliance with all requirements therein.

Ability to exercise judgment and discretion in developing, implementing, and interpreting Knox County Health Department and Knox Community Health Center program policies and procedures; extremely high integrity, ensuring that all other duties do not conflict with the compliance goals.

Ability to communicate and express oneself clearly and concisely, verbally and in writing, within the Health Department and in a public setting; as well as strong technical and computer skills, organizational and change management skills.