



Position Description

Project & Quality Manager

Summary:

The Project & Quality Manager is responsible for quality improvement systems and initiatives for the organization. Responsibilities include program development initiatives, data management coordination, EMR oversight, health and safety regulations, medical compliance, and supplies and equipment inventory. The position reports to the President and is a member of the Leadership Team.

Responsibilities:

- Coordinate quality assessment and improvement activities
- Ensure compliance of regulations governing the organization including MIOSHA, local fire and health department regulations, Federal health requirements, and quality improvement projects with outside organizations
- Maintain QA/QC for medical and dental records
- Coordinate staff training related to medical, health, and safety
- Supervise and coordinate patient and service data management input, analysis, and reporting
- Supervise data coordinator position
- Assist with the development and implementation of policies and procedures of new programs
- Monitor special populations for improved outcomes through tracking, education, compliance, and standard of care as assigned
- Coordinate closely with clinical departments and with administration
- Maintain inventory of medical and dental supplies
- Coordinate annual facility and equipment audits
- Coordinate program audits
- Assist with the development of organizational and clinical protocols as assigned
- May be assigned clinical responsibility
- Other duties as assigned

Qualifications:

- A Christian in agreement with the Exalta Health Statement of Faith
- RN or public health degree
- Three to five years experience in public health or primary care clinical environment
- Experience in a diverse, multidisciplinary health services setting
- Demonstrated health management skills
- Experience in quality assessment and improvement activities
- Ability to develop and maintain effective interpersonal relationships
- Excellent oral and written communication skills

This is a part-time position projected 25-30 hours per week. As such it is not eligible for health benefits.