

## QUALITY HEALTHCARE COORDINATOR

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

**Interested in joining our team?** We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a full-time QUALITY HEALTHCARE COORDINATOR for our Clinic in Salt Lake City, Utah.

### Job Summary

- **Overview:** Responsible for developing and overseeing quality improvement projects. Collects data, creates reports and charts for tracking and trending. Maintains the quality compliance for each medical clinic for Infection Control, Safety, AAAHC Auditing, and other quality projects.
- **Reports to:** Quality Assurance Office
- **Department:** Quality Assurance
- **Patient Care:** Yes
- **Worker Status:** Full-time, Salary
- **Benefits Eligible:** Yes
- **Hours Per Week:** 40
- **Work Schedule:** To Be Determined with the availability of 8:00 am – 6:00 pm Monday through Friday.
- **Location:** Salt Lake City
- **Supervisory responsibilities:** None
- **Closing Date:** October 20, 2021 or open until filled.
- **Apply:** Send your resume and any pertinent application materials to - [jobs@schc.net](mailto:jobs@schc.net), please state which job you are applying for; or visit our [website!](#)
- **Contact:** Kelsie Bolaño, [kelsieb@sacredcircle.com](mailto:kelsieb@sacredcircle.com), or 801-359-2256 ext. 144.

### The successful candidate:

- Oversees the Infection Control Program and conducts monthly meetings.
- Ensures compliance with all requirements applicable for practice audit.
- Oversees the implementation and compliance of the employee training and competency program for all areas.
- Develops quality improvement projects to include data tracking and trending, charts, spreadsheets and reporting.
- Ensures refrigerator/freezer temperatures are maintained and recorded throughout all Clinics.
- Assists with the development, implementation, and evaluation of departmental policies and procedures.

## **Job Posting – Quality Healthcare Coordinator**

- Compiles and condenses technical and statistical data for reports and records.
- Attends required meetings and participates in committees as requested.
- Participates in professional development activities and maintains professional affiliations.
- Assists with the Quality Assurance program.
- Chairs the infectious disease committee meeting.
- Relays feedback on clinical settings and effectiveness to practice managers and department heads.
- Establish and maintain positive relationships with government regulators, residents, families, other area health care providers, physicians, and the community.
- Practice and adhere to the “Code of Conduct” philosophy and “Mission and Value Statement.”
- Complies with and implements OSHA, HIPPA, and AAAHC regulations.
- Performs related work as required and all other duties as necessary or assigned.
- Manages the Peer Review process and reports data to the Quality Improvement Committee.
- Conducts safety meetings and drills.
- Other duties as assigned.

### **Required Education, Experience, Knowledge, Skills, and Abilities**

- EDUCATION: Bachelor’s Degree in the healthcare field, i.e. MT, CLS, RN, BSN. Other degrees and experience will be considered.
- EXPERIENCE: Minimum 5+ years of experience in a physician practice or hospital is preferred. Proficient with spreadsheets and data collection. Familiarity with AAAHC and developing policies and procedures.
- KNOWLEDGE SKILLS AND ABILITIES:
  - a. Knowledge of medical practice and care to assist in giving patient care.
  - b. Knowledge of medical equipment and instruments to administer patient care.
  - c. Knowledge of common safety hazards and precautions to establish a safe work environment.
  - d. Skill in maintaining records and recording test results.
  - e. Skill in developing and maintaining effective working relationships with patients, medical staff, and the public.
  - f. Ability to maintain quality control standards.
  - g. Ability to react calmly and effectively in emergency situations.
  - h. Ability to perform audits.
  - i. Knowledge of the Microsoft Suite software, including Excel spreadsheets.

### **Additional Information – Join us as we are Redefining Compassionate Healthcare, together!**

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do. We strive for a mix of benefits to help you combine great work with a great life.

- Competitive pay
- Healthcare coverage for you and your family

***Job Posting – Quality Healthcare Coordinator***

- Generous PTO, paid holidays and floating holidays to celebrate what is important to you (prorated for part-time employees)
- Retirement matching to invest in your future
- Colleagues that are unparalleled
- A culture that is second to none

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants