

JOB VACANCY ANNOUNCEMENT

Opening Date: January 14, 2019

Closing Date: January 18, 2019

Position: **PRN Quality & Compliance Risk Analyst (Part-Time)**

Reports to: Director of Quality

Salary/Wage: Grade 16; \$38.99 - \$43.05/HR

Department: Quality

Hours: Varies based on schedule

Location: ASNA

Brief Summary:

Under the direction of the Director of Quality, lead and direct process improvement activities that provide more efficient, safer, and streamlined workflow in Samuel Simmonds Memorial Hospital [SSMH].

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- Bachelor's degree in Healthcare Administration or other healthcare related field required.
- Bachelor's degree in Nursing or Master's in other healthcare field preferred.
- Two or more years recent work experience in Joint Commission preparation, quality improvement, and risk management.
- Five or more years recent work experience in direct patient care services, and two or more years in Quality Improvement preferred.

Desired Knowledge, Skills and Abilities:

- Knowledge of basic components of quality management, process improvement, and the ability to lead change in process improvement.
- Knowledge of basic components of infection control and risk management.
- Ability to prepare quality improvement reports for the Director of Quality, hospital administration, medical staff, and the Governing Body.
- Requisite knowledge or professional nursing principles, practices and procedures as they apply to all age groups with the ability to provide advice and guidance to staff members.
- Knowledge of federal and state laws, rules, and regulations and Joint Commission standards applicable to all services provided within SSMH.
- Effective management skills, interpersonal skills, leadership skills, analytical skills, organizational skills and math/budgeting skills.
- Express excellent judgment, discretion and decision-making.
- Maintain a sensitive, fair, and impartial approach to dealing with others.
- Demonstrate ability to communicate and write accurately, clearly and concisely; excellent presentation skills.
- Demonstrate the ability to handle multiple assignments, balance priorities, and make decisions quickly; deal with frequent change, delays or unexpected events.
- Support ASNA's mission and goals; follow all policies and procedures.
- Conduct thorough and credible root cause analyses in response to sentinel events.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

applications@arcticslope.org

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.