

JOB VACANCY ANNOUNCEMENT

Opening Date: October 23, 2019

Position: **Quality & Compliance Risk Analyst**

Salary/Wage: Grade 16; \$84,362.45 - \$93,142.96/YR DOE

Hours: Varies based on schedule

Closing Date: Until Filled

Reports to: Director of Quality

Department: Quality

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.

Essential Job Functions

- Report to the Director of Quality and organizational leadership on results of improvement efforts and ongoing performance measures of clinical processes within SSMH.
- Develop strategic plans for the health care improvement function within SSMH in collaboration with the Director of Quality, Administration, and Clinical Leaders.
- Ensure the appropriate utilization of the hospital's resources.
- Lead and direct the work of others.
- Perform a variety of tasks and other duties as assigned.
- At least every 18 months, the critical access hospital selects one high-risk process and conducts a proactive risk assessment. In coordination with the Director of Quality, the Quality & Compliance Risk Analyst will be responsible to follow through with the project(s) and will be the key contact throughout the course of the project(s).

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.
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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.

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