

FAMILY SERVICE

JOB POSTING FORM

DATE: June 21, 2010

PROGRAM: Administration, Department of Performance Improvement

JOB TITLE: Clinical Documentation / Safety Specialist

QUALIFICATIONS: Bachelor's Degree required, masters preferred. Must have experience with all aspects of clinical documentation, Medicaid and licensing requirements. Some experience / expertise with conducting safety inspections is a plus. Ability to work collaboratively with excellent communication and interpersonal skills. Ability to work efficiently and effectively – willing to learn and apply performance improvement principles. Detail oriented with ability or potential to learn how to collect, analyze and present data. Excellent computer skills – familiar with EXCEL and ACCESS.

COMPETENCIES: Demonstrated understanding of clinical documentation requirements; Understanding and comfort with using audit/study methodology; Demonstrated clinical expertise / experience with programs to effectively facilitate evaluation of quality care within the organization; Demonstrated ability or potential to develop, organize, facilitate and lead special projects. Applicant must be able to demonstrate a basic working knowledge of Microsoft Excel

RESPONSIBILITIES: Reporting to the Sr. Vice President of Performance Improvement, this employee will:

- ❖ Ensure compliance with internal as well as external regulatory reporting requirements;
- ❖ Perform reviews of consumer clinical charts for accuracy and compliance to program, agency, payer and licensing requirements.
- ❖ Performs safety inspections at assigned facilities using checklists and knowledge of regulatory requirements;
- ❖ Gives feedback and suggestions to program staff;
- ❖ Completes write up of results and reports trends and problems in timely manner to appropriate managers along with recommendations for remedial actions;
- ❖ Chairs the QTRC Sub-Committee of the Clinical Steering Committee and serves as a member of that group;
- ❖ Write policies and provide training on documentation issues;
- ❖ Work with compliance officer on compliance issues and complaints.

BENEFITS: Eligible for full Health Benefits, Dental Benefits, Life/AD&D Insurance, Vision and participation in our 403(b) plan.

PERSON TO CONTACT: Maxine Vogt, Sr. V.P., Email: MaxineV@famserv.org

Family Service considers applicants for all positions without regard to: race; color; religion; sex; national origin; age; sexual orientation; marital or veteran status; the presence of a medical condition, or handicap, unrelated to performing the tasks of the job; or any other legally protected status.