



YELLOWHAWK
TRIBAL HEALTH CENTER

Yellowhawk Tribal Health Center
46314 Timine Way
Pendleton, OR 97801
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www.yellowhawk.org

POSITION DESCRIPTION

POSITION TITLE Risk Management / QI Manager

OPENING DATE 6/3/2020

CLOSING DATE 6/12/2020

DEPARTMENT Administration

LOCATION Yellowhawk Tribal Health Center

SUPERVISED BY Chief Executive Officer

SALARY \$72,453-\$108,753; Grade J

STATUS Full Time; Exempt

**MINIMUM
QUALIFICATIONS**

1. Bachelor's degree in Healthcare, Business, Management, Risk Management, or related field.
2. 5 years' experience in quality improvement and/or enterprise risk management.
3. 3 years' supervisory experience.
4. Demonstrated experience with computer software – e.g. Microsoft Office, Healthcare Software and Compliance software.
5. Demonstrated ability to communicate effectively, both in writing and oral, in any situation, with peers, staff, management, local, state and federal agencies and the general public, on various topics including but not limited to policies, procedures, memoranda and training materials.
6. Demonstrated experience with regulatory risk, including how to prevent, identify, assess and eliminate risks and liabilities in the workplace.
7. Experience serving as a liaison between groups within an organization, as an effective member of organizational teams and in coordinating software implementation projects.
8. Extensive knowledge of a broad range of patient care activities, working knowledge of an outpatient, multidisciplinary environment and how the different services and functions interact.
9. Demonstrated experience in budget development and implementation.
10. Must have and maintain CPR training certification.
11. Must possess the ability to handle conflict and crisis in a professional manner.
12. Must possess a valid state driver's license and meet and maintain Yellowhawk insurance requirements.
13. Must submit to and pass a reference and criminal background check.
14. Must submit to and pass a pre-employment drug and alcohol screening.

Preferred Qualifications:

1. Master's Degree in Healthcare, Business, Management, Risk Management or related field.
2. Professional Risk Manager License or Certification
3. Certification in Healthcare Risk Management is preferred.
4. Experience in a Tribal Healthcare system.
5. Experience and/or knowledge of history, culture and health needs of Native American communities preferred.

DESCRIPTION [Job Summary](#)

The Risk Management/QI Coordinator develops and administers risk-management and loss-prevention programs and manages the staff within the program. Initiates policies to comply with safety legislation and industry practices. Will research and report on enhancing and promoting patient safety, quality care, and minimizing loss to protect the assets of the facility. Will be responsible for complying with all standards of the Accreditation Association for Ambulatory Healthcare Centers (AAAHC) and other regulatory agencies. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements, policies and relevant laws.

Essential Job Functions:

1. Complies with risk management related standards of the AAAHC and other accrediting and regulatory agencies with an emphasis on enhancing and promoting patient safety, quality care, and minimizing loss to protect the assets of the facility.
2. Serves as AAAHC Accreditation Coordinator and is responsible for directing and monitoring efforts at YTHC towards ongoing AAAHC accreditation.
3. Responsible for the day-to-day managing and analyzing of risk, and interacting with employees, patients and visitors regarding complaints and grievances.
4. Responsible for formulating policy, providing staff and/or community education, public relations and social media, quality improvement and developing strategies for quality improvement.
5. Updates and maintains policy management software.
6. Updates and maintains health related training program and/or software.
7. Complies with, and is responsible for, the Yellowhawk Risk Management Program Policies and Procedures.
8. Reviews, revises and develops policies and procedures to current best practice, legislative and regulatory standards.
9. Chairs the Quality Improvement Program Team and Risk Management Committee.
10. Tracks, investigates, analyzes, and responds to all feedback and safety events and in a timely and accurate manner.
11. Develops and implements corrective action plans for problems uncovered by risk assessments, audits and investigations.
12. Analyzes and reports the effectiveness of corrective action plans in preventing future risk.
13. Responds to all emergency (Code) calls throughout the facilities on the campus and provides a summary report for all calls to the Risk Management Committee.

14. Routinely collaborates with Yellowhawk management to assess the current state of patient safety and staff awareness within the organization. Has understanding and experience with Incident Command.
15. Conducts regular training and drills, individual or group, for staff and/or community in prevention programs that may include, but are not limited to, risk management reporting (ex: Quantros), patient safety, employee health, compliance with regulatory standards (ex: OSHA), emergency preparedness, accident reporting and prevention, privacy standards (ex: HIPAA).
16. Coordinates and collaborates with tribal, county, State and Federal partners to ensure health and security, preparedness and response is met during state of emergencies.
17. Notifies appropriate Yellowhawk staff immediately of developments involving liability or litigation.
18. Maintains Employee Health record and ensures compliance with required employee vaccinations and screenings.
19. Develops and implements the budget for the program per the fiscal management policies.
20. Supervises, directs, counsels, trains and all other management aspects, all staff within the program.

Physical Demands:

1. Requires sitting for long periods of time, with frequent walking.
2. Occasional bending, stretching, or lifting.
3. May require contact with individuals with communicable diseases.
4. May require contact with irate patients.
5. Requires the ability to work under stressful conditions for long periods of time.
6. Requires normal range of hearing and eyesight to adequately perform job duties.

NOTICE TO APPLICANTS

Application Deadline

Complete Yellowhawk employment application packets will be accepted until 4:00 p.m., on the posted closing date as found on Page 1 of this announcement, or postmarked on that date. Only those employment application packets which are complete, with all additional required information, as found in the "required employment application packet material" below will be considered. Employment application packets received after the deadline will not be considered.

Required Employment Application Material

Applicants will be required to submit a complete job application packet for each position they desire to apply for. A complete job application packet will include:

1. Completed employment application.
2. Cover letter – explaining your qualifications and experience relevant to the functions of this position.
3. Resume – identifying your qualifications and experiences relevant to the functions of this position.

4. High School Diploma/GED or copy of official college transcripts (if applicable).
5. Preference – appropriate documentation for either Tribal or Indian preference and/or Veteran’s preference.

Application Submission

Submit Complete Job Application Packets to:

via Mail:
Yellowhawk Tribal Health Center
attn: Human Resources/HR Recruiter
46314 Timine Way
Pendleton, OR 97801

OR

via E-mail:
hrrecruiter@yellowhawk.org

APPLICANT REVIEW AND ACKNOWLEDGEMENT

I acknowledge that I have read and understand the duties, responsibilities and requirements of the position for which I am applying.

Signature

Date