



Job Announcement CQI Coordinator

The CQI Coordinator will assist the Director of Administration, under the Behavioral Health Technology and Transfer Unit, with developing and managing quality improvement initiatives that include evidence based practice implementation, fidelity evaluation, data and performance outcome analysis. The CQI Coordinator will provide training, technical assistance and guidance regarding CQI to providers and stakeholders related to performance, fidelity, and CQI as needed. The CQI Coordinator supports the overall system of care to promote best practice, high fidelity clinical and recovery support services.

Position Status: Full Time
Salary: \$50,000 (Annually) + Benefits

General Duties and Responsibilities:

- Attends BBHC, OCP2, and additional system of care and community meetings as required
- Assists with supporting Evidence Based initiatives and implementation activities that include fidelity evaluation protocols
- Scheduling and Coordinating Clinical/CQI Committee Meetings
- Updates the Annual CQI Program Plan with BBHC Team
- Assists in tracking and trending CQI data, including reviews of incident reports and client satisfaction surveys
- Reviews contracts for clinical compliance
- Coordinates with staff and subcontractors on performance outcomes and monitoring activities.
- Oversee Recovery Oriented System of Care (ROSC)
- Manage assignments given by Director of Administration

Experience, Competencies, and Education:

- Master's Degree Required
- Professional License in the Behavioral Health Field
- Two Years of Experience
- Knowledge of evidence based practices, clinical assessment process, treatment planning, outcome measurement and quality management.



- Experience writing reports and entering data into excel and other spreadsheets
- Experience with training, technical assistance and implementation is preferred

Skills/Abilities/Competencies: To perform the job successfully, an individual should demonstrate the following:

1. Problem Solving – Identifies and resolves problems in a timely manner. Gathers appropriate and relevant information towards positive resolution.
2. Oral Communication – Ability to communicate effectively with peers, consumers, management and executive leadership. Excellent interpersonal and team building skills. Can speak effectively before groups of customers or employees of the organization.
3. Written Communication – Can fluently read and write in English, Spanish, Creole, or Portuguese preferred. Able to capture salient points in writing, uses correct grammar, writes clearly and succinctly. Can interpret a variety of instructions furnished in written, oral diagram, or schedule form. Also has the ability to draft routine reports and correspondence.
4. Reliable – Can be counted on to be punctual with an acceptable attendance record. Ability to travel throughout the community for evaluation daily/weekly.

Other Qualifications:

The candidate must be able to develop strong working relationships with providers and stakeholders throughout the county. Approaches others in a tactful and professional manner, reacts well under pressure, follows through on commitments, accepts responsibility for own actions, and treats others with respect regardless of their status/position. Works independently, prioritize tasks, meet deadlines and accept professional guidance and supervision. Demonstrates accurateness and thoroughness in work tasks and monitors own work to ensure high level of quality.

Must be willing to consent to background screening as required by the State based on holding this position, and processes a valid driver's license with an acceptable driving record.

I acknowledge that I have read and understand my responsibilities as they relate to this job description and that I have received a copy of this document for future reference.

Please send resumes and cover letters to jobs@bbhcflorida.org by Thursday, March 1, 2018 no later than 5:00 p.m.