



Clinical Quality and Safety Coordinator

Open Door Health Center (ODHC), a Federally Qualified Health Center, is seeking a full-time Clinical Quality and Safety Coordinator.

The Quality and Safety Coordinator is responsible for the oversight of the Quality Improvement (QI) Program and Safety Programs for ODHC. This will include the collection, management and analysis of quality data and the preparation of quality reports. This candidate ensures the Quality Improvement and Safety Programs meets the standards set forth by ODHC's QI and Safety Plans, as well as HRSA and Minnesota Department of Health requirements.

The Quality and Safety Coordinator works with various members of the organization to develop, implement, and monitor policies, trainings, and audits regarding compliance in the areas of Quality Improvement, Safety and OSHA.

The Quality and Safety Coordinator co-chairs the QI and Safety Committee and assists with the review and development of policies related to QI and safety.

Preferred Qualities:

The Quality and Safety Coordinator should have a bachelor's degree in Health Information Management or Nursing, with three years of prior experience in quality improvement, process improvement, TQM or participation in clinical quality committee. This candidate should have demonstrated strong interpersonal skills, integrity, sound judgment, and the ability to communicate effectively with patients, physicians, outside agencies and providers. The Quality and Safety Coordinator must demonstrate excellent oral and written communication skills. Demonstrated knowledge and technical competency with electronic medical record (EMR), Microsoft Office products including Excel, data analysis, outcomes/performance monitoring, process development, and regulatory compliance in the healthcare industry is required. Experience with report writing and queries is beneficial.

How to Apply:

Send cover letter and resume to: Open Door Health Center, Attn: Human Resources, 309 Holly Lane, Mankato, MN 56001 or email to: HR@odhc.org.