



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**Coordinator of Quality Assurance  
and Improvement  
\$21.93 per hour**

**Full benefits package including NYS Retirement**

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

### MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college with a Master's degree and one (1) year of experience in quality assurance activities; OR
- B. Graduation from a regionally accredited or NYS registered college with a Bachelor's degree and two (2) years of experience in quality assurance activities; OR
- C. Graduation from a regionally accredited or NYS registered college with an Associate's degree and three (3) years of experience in quality assurance activities; OR
- D. Any equivalent combination of training and experience.

### DISTINGUISHING FEATURES OF THE CLASS:

This position involves coordination of the Seneca County Mental Health Departments' Quality Assurance and Improvement Activities. In coordination with the Director of Community Mental Health Services, is responsible for ensuring that the department is adhering to federal and state regulations for the quality of care of patients, billing practices, regulatory compliance, cost reporting and record keeping, and documentation.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted Up To:  
September 30, 2018  
or until position is filled

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of work flows, billing, processes and practices of a mental health care organization; thorough knowledge of policies, laws and regulations affecting Mental Hygiene · thorough knowledge of computer operations with regard to database, spreadsheet and word processing applications; thorough knowledge of the principles and practices of regulatory compliance; thorough Knowledge of Clinical Quality Measures; strong ability to work independently and autonomously; ability to promote and facilitate multi-disciplinary collaborative teamwork; good judgment, accuracy, integrity, resourcefulness, and tact are required; physical and mental condition shall be commensurate to the demands of the position.

## **TYPICAL WORK ACTIVITIES: (Illustrative Only):**

Develops and implements quality improvement initiatives;  
Oversees and monitors all quality assurance and utilization functions;  
Monitors all activities to ensure compliance with regulatory agencies;  
Ensures compliance with Medicaid and third-party billing practices;  
Reviews and analyzes surveys of the department and verifies that the department has effectively identified and addressed deficiencies and complaints;  
In coordination with the Director, ensures all written guidelines pertaining to federal and state regulatory issues are compliant with state requirements;  
In coordination with the Director, plans, organizes and conducts quality assurance, quality improvement and utilization review activities;  
Serves as the Compliance Officer for the Mental Health Department;  
In coordination with the Director, conducts systematic/periodic audits of the department's operations to determine compliance with, and the efficiency of, the department's compliance program;  
Coordinates and assists the Director with staff education and training to ensure understanding of the department's compliance program and its requirements;  
May assist the Director with investigation of any information suggesting possible unethical or illegal business practices by the facility or its employees;  
Performs related duties as required.

Posting Date: September 17, 2018