

## SUNRISE CHILDREN=S SERVICES

### JOB POSTING

**Location:** Owensboro  
**Contact:** Kenny Williams

**Date Posted** 05/21/2019  
**Post Until:** 06/04/2019

**JOB TITLE:** Quality Improvement Analyst

**DIVISION:** BHSO/Community Based

**REPORTS TO:** Vice President of Community Based Services

**GRADE:** E (Non-exempt) **EEO:** 2

Effective Date: 6/1/2019

**PRIMARY FUNCTION & PURPOSE:** Conduct and coordinate quality and utilization review activities of all BHSO/Community Based Services and for contracted providers. This staff member will create and work within a system of interdisciplinary division teams and/or contract service providers providing assessment, prevention, intervention, treatment, and related support services via an integrated service delivery system.

**KEY RESPONSIBILITIES AND DUTIES:** The responsibilities and duties for this position include, but are not limited to, the following:

- Develops and implements procedures for the utilization review function to assure the effective utilization and documentation of provided services.
- Collects and reviews documentation of services provided using electronic health record systems to determine effectiveness and quality of care provided.
- Works with program leadership to verify services provided and ensure documentation reflects the quality of those provided services.
- Collaborates with all program professionals, and others to review and interpret client records and documentation; writes narrative and statistical reports; and prepares correspondence on program utilization.
- Reviews all accreditation and state regulations; reviews policies and procedures and makes recommendations to direct supervisor on methods to conform to regulations; educates staff on regulation changes; meets regularly with division leadership to identify and address utilization review issues; and conducts training sessions with training staff members for clinical and administrative staff on utilization review and documentation.
- Reviews, and evaluates the work of professional, administrative, and clerical staff ensuring that all electronic and hard-copy Clinical and Clerical Records are fully reviewed per procedural and regulatory guidelines.
- Maintain and update, as necessary, the hard-copy File Content Sheets for all programs so that these documents may be utilized in the CRR process.
- Serve as a member of the CDT Committee to facilitate Quality Improvement efforts.
- Assist the Vice President in all aspects of the QI process.
- Represent Sunrise and Community Based Services within and outside the community as requested.
- Other duties as assigned.

#### QUALIFICATIONS:

- **Interpersonal Skills:** High degree of skill in nonverbal, oral and written communications; sophisticated ability to identify, define and explain complex business problems and the persuasion skills necessary to implement solutions to those problems.
- **Education:** Master's degree preferred but a bachelor=s degree in Medicaid accepted field is required.
- **Experience:** Five years of direct client experience and additional years of experience in quality assurance within a child welfare agency
- **Skills:** Knowledge of extensive body of policies, procedures and/or operations/programs requiring special knowledge developed from specialized training and extensive experience. Independent judgment is a critical element of jobs at this level.
- **Creativity:** Ability to generate imaginative work or ideas affecting multiple activities;
- ability to conceptualize the implementation thereof; and the management of staff and/or resources across work groups, programs and departments.
- **Responsibility:** Significant impact on quality and efficiency of services or operation of agency or revenues/expenses. Permitted to make decisions on moderately complex problems and issues.
- **Supervision:** This position is not required to provide supervision.
- **Other:** Must be able to drive unassisted statewide.

Quality Improvement Analyst

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**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee is frequently required to sit and use hands to finger, handle, or feel objects or tools, and to reach with hands and arms.