

Van Buren Community Mental Health

NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: July 20, 2021

Title: QI, Provider Network & Compliance Consultant		Position Number: E508181
Program: Office of the Director	Office Location: Paw Paw/Remote	Status: Contracted; up to 29.5 hrs/wk
Union: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Benefits: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Salary Scale: Negotiable

Basic Responsibilities:

Provides consultation and support to the QI Coordinator and Contract/Provider Network (CPN) & Compliance Department. Assists with developing, implementing, and monitoring systems to evaluate and assure quality of services, data integrity and corporate compliance throughout the organization. Assists with implementation process for new EMR system. Assists to monitor and maintain the VBCMh network of specialty mental health care providers and consults on the execution of managed care or other payor contracts. Exercises independent judgment and discretion in carrying out duties under the general supervision of the CEO.

Summary of Required Qualifications:

- Minimum of a Bachelor's degree in relevant field with 5 years' experience in areas relevant to the expected job functions.
- Experience with applying principles of evaluation, quality assurance, and quality improvement.
- Working knowledge of behavioral health treatment procedures and practices, health care issues, coding guidelines, third party billing requirements and auditing principles. Must have a thorough knowledge of treatment planning, medical necessity, and person center treatment philosophy.
- Demonstrated working knowledge of current Federal and State regulations and policies as they affect CMH services.
- Demonstrated ability to effectively utilize a variety of computer software to do word processing, spreadsheets, and utilize an EMR system.
- Demonstrated ability to work independently and exhibit excellent organizational skills to assemble and facilitate work projects from beginning to completion.
- Ability to manage a diverse and demanding workload, exercise good judgment under pressure, act decisively, and manage a variety of abstract and concrete variables.

Summary of Essential Job Functions:

- Assists the QI Coordinator to further develop and maintain the quality improvement and data analysis systems.
- Assists to develop and coordinate program evaluation systems and quality improvement activities throughout the organization including steps toward implementing the Certified Community Behavioral Health Center model.
- Assists with implementation and transition of EMR systems and acts as a resource to staff and providers for clarification and education on utilizing the system.
- Consults with and assists on a broad spectrum of compliance and provider network issues.
- Provides project management assistance on meeting grant funding requirements.

To apply, submit your resume & cover letter by email to Human Resources by 5pm on 7/26/21:

Christine Johnson, Personnel Specialist: cjohnson@vbcmh.com - PH: (269) 655-3313
Human Resources Office, 801 Hazen Street, Suite C, PO Box 249, Paw Paw, MI 49079

Approved by:


Debra Hess, CEO

Equal Opportunity Employer

