



Community Health Centers of Greater Dayton

Quality Assurance Coordinator

Community Health Centers of Greater Dayton (CHCGD) is a non-profit health care organization whose mission is improving lives by providing preventative and primary health care services to those in need, regardless of ability to pay. We promote a family atmosphere and are looking for individuals who share our passion for providing quality patient care and excellent customer service.

We are seeking a Quality Assurance Coordinator to be responsible for identifying, implementing, monitoring and evaluating the overall clinical quality at Community Health Centers of Greater Dayton. Collects and analyzes data and assists with performance audits and clinical training to identify improvement opportunities. Recommends action plans to address quality concerns and oversees the progress. Works collaboratively with all disciplines to establish a quality culture.

Required Skills or Abilities

- Working knowledge of Quality Improvement processes
- Demonstrate initiative, ability to work with others and good professional judgment
- Able to work independently and organize time effectively.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Able to work with confidential information.
- Proficiency in MS Office products, such as Word, Excel, Power Point and Outlook.
- Working knowledge of EMR.
- Coaching, mentoring and teaching skills.
- Ability to relate well to people from diverse ethnic and cultural backgrounds.

Required Knowledge, Experience or Licensure/Registration

- Graduate of Registered Nursing program with current licensure or related healthcare degree; BSN preferred.
- Current CPR certification.
- CPHQ certification preferred.
- Ambulatory, CHC or primary care experience preferred. Familiar with standard concepts, practices and procedures within healthcare office setting.
- Previous experience with clinical quality assurance required.

Community Health Centers of Greater Dayton provides a full benefits package including medical and dental coverage, life insurance, disability pay, Paid Time Off and holidays, and 401K plan.

To apply, please send your resume, cover letter and salary requirements to: sfleming@chcgd.org, or fax to (937) 586-9736. CHCGD is an equal opportunity employer and embraces a diverse workforce. Please visit our website at www.communityhealthdayton.org.