



Community Health Centers of Greater Dayton

Quality Assurance Manager

This position is 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. Supervises Patient Care Specialist and Clinical Trainer.

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 LPN or 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.

We offer a full benefits package including medical, dental, and life insurance, paid time off and holidays, and 401(k) plan. Please forward your resume and salary requirements to sfleming@chcgd.org or fax to (937) 586-9736.