

## **QI SPECIALIST POSITION**

**Horizon House Inc.** is a nationally recognized provider of services to adults with support needs due to developmental disabilities, behavioral health issues, and substance abuse. With over 100 locations throughout Southeastern Pennsylvania and the state of Delaware, Horizon House provides services to a diverse population focusing on individual strength and choice.

We are currently seeking a qualified **Quality Improvement Specialist** to join our team. This position is responsible for assisting in the development, communication, and compliance monitoring of Behavioral Health Services program policies and procedures within the agency. This role acts as a resource to Operations management staff to validate and/or provide information necessary to effectively manage participant outcomes. The Quality Improvement Specialist assists in educating staff on consumer health information, and ensures that services provided by programs are in compliance with federal and state laws, as well as Horizon House's information privacy practices. Other responsibilities include, but are not limited to the following:

- Conduct regular CBH quality documentation audits.
- Coordinates ongoing monitoring of documentation accuracy.
- Analyzes and identifies quality of care issues.
- Ensure that BHS Policy and Procedure Manuals are consistent and in compliance with applicable State, County regulations.
- Participate in Agency committees and other task groups as assigned.
- Provide staff training on various topics.
- Provides reports for outcome trend analysis to identify patterns and variations in services provided.
- Tracks incident/investigation reporting and provides reports for trend analysis.
- Provides feedback and works with the QI Manager and Director in the development of focused educational programs on results of auditing and monitoring activities to affected staff and physicians.

### **Qualifications:**

- BA degree with one year experience.
- Proficient in computer applications (MS Office, Excel, and forms applications).
- Knowledge of statistics, data collection, analysis and data presentation.
- Excellent interpersonal communication and problem-solving skills.
- Familiarity with accreditation and or state licensure review processes.
- Very good communication skills, both oral and written.
- Ability to work independently, detail oriented.
- Strong analytical skills.

Horizon House offers competitive compensation and a comprehensive benefit package including: medical & dental insurance, (9) nine paid holidays, generous paid time off, tuition reimbursement, retirement savings plan, voluntary tax sheltered annuity, transit benefit program, opportunities for advancement and more. To be considered an applicant, please visit our website at [www.hhinc.org](http://www.hhinc.org) and click on the careers tab and follow the prompts to complete an application.

- **Horizon House, Inc. is an Equal Opportunity Employer - Male/Female/Veteran/Disability**