



# *Sokaogon Chippewa Community*

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 \* Fax: (715) 478-5275

*www.sokaogonchippewa.com*



**Position:** Quality Improvement Coordinator  
**Location:** SCC Health Clinic  
**Hours:** Full-time – 40 hours per week  
**Salary:** Commensurate with Education and Experience

**Job Summary:** *The Quality Improvement Coordinator will manage the development, implementation, and evaluation of the Sokaogon Chippewa Health Clinic's overall quality improvement (QI) program that includes ancillary, nursing, and medical staff departments to identify trends, prioritize and recommend improvements, decrease duplication, and ensure compliance. The Quality Improvement Coordinator will also investigate incident reports, patient complaints, patient care issues, and other issues as requested by the supervisor.*

## **Duties/Responsibilities:**

- Works with medical staff department chairpersons on peer review activities.
- Coordinates the development, implementation and revision of the medical staff's QI program to meet the needs of patients, staff, and external agencies.
- Provides QI leadership and consultative services to hospital and medical staff in effectively achieving regulatory accreditation and organizational compliance for QI activities.
- Organizes, compiles, and reports QI data for both the hospital and medical staff departments to identify trends, establish priorities, and recommend improvement activities.
- Performs comprehensive, concurrent, and retrospective reviews in a timely manner, using criteria developed and approved by the medical staff and the hospital.
- Reports findings to other departments such as utilization review, infection control, and risk management.
- Serves as a working member of the hospital's quality council; attends medical staff department and committee meetings and other pertinent meetings to ensure the organization's overall QI plan implementation and compliance.
- Keeps abreast of current standards and other accreditation standards, and the latest quality techniques in health care.
- Complete other duties as assigned

## **Qualifications:**

- High school diploma or equivalent **REQUIRED.**
- Must be able to troubleshoot issues and propose solutions **REQUIRED.**
- Valid Driver's License **REQUIRED.**
- Minimum of three years' experience in healthcare or insurance quality improvement **PREFERRED.**
- Minimum one-year experience in quality improvement and/or project management **PREFERRED.**

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii**



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*Pre-employment/random drug tests and a background check will be required for this position.*

**Native American preference is granted according to PL 93-638**

Submit completed applications and resumes to:

**Sokaogon Chippewa Community**

**Human Resources Department**

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

**Posting Date: September 13, 2023**

**Closing Date: Until filled**

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