



SOKAOGON CHIPPEWA COMMUNITY

Mole Lake Band

Position:	Quality Improvement Coordinator
Location:	Sokaogon Chippewa Health Clinic
Hours:	Full-time, 40 hours per week
Salary:	Commensurate with Education/Experience
Reports to:	Health Clinic Director

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 and 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 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.
- Reports findings to other departments such as utilization review, infection control, and risk management.
- Serves as a working member of the clinic'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.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Complete other duties as assigned.

Qualifications (Education, Experience, Knowledge, Skills, Abilities):

- Bachelor's degree in Nursing, Public Health, Health Administration, or a related field required.
- Minimum of 3 years of experience in healthcare quality improvement or related field.
- Familiarity with healthcare regulations, standards, and reporting requirements, particularly in tribal or rural health settings.
- Certification in healthcare quality (e.g., CPHQ) preferred.
- Strong communication, project management, and analytical skills.
- Ability to work collaboratively in a multidisciplinary and culturally diverse environment.

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

Posting Date: May 29, 2025

Closing Date: Until Filled