<table>
<thead>
<tr>
<th>Job Title</th>
<th>Quality Management Development Project Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer/ Agency</td>
<td>Harris County – Public Health Services</td>
</tr>
<tr>
<td>Job Description</td>
<td>Coordinates the development of Clinical Quality Improvement (CQI) activities for the Houston area's Ryan White Part A (RW/A) funded HIV core medical service and health-related support service programs.</td>
</tr>
</tbody>
</table>

**Development**
- Researches, conceptualizes and implements the RW/A Clinical Quality Management (CQM) program, initiating ongoing data collection, integration, analysis and reporting activities to ensure that RW/A-funded primary care and health-related support services meet established Health and Human Services (HHS) and other applicable guidelines for service delivery.
- Provides training, support and technical assistance to the Ryan White Grant Administration (RWGA), the Ryan White Planning Council (RWPC) and Part A-funded agencies in the development and implementation of Clinical Quality Management programs.
- Researhes, conceptualizes and implements RW/A-funded medical and non-medical case management training and quality improvement activities.

**Support**
- Coordinates Clinical Quality Improvement activities with the Project Coordinator – Clinical Quality Improvement position.
- Attends and participates in all activities related to the design and implementation of the Ryan White Clinical Quality Management (CQM) program, including meetings with consultants, service providers, consumers, planning bodies and other stakeholders involved in Clinical Quality Management activities.
- Compiles program reports for the RWPC, the Health Resources Services Administration (HRSA) and the TX Dept. of State Health Services as necessary.
- Initiates and implements CQM projects for improving the quality of Part A-funded HIV primary medical care.
- Assists agencies in the development and implementation of Quality Improvement plans.
- Facilitates workgroup meetings with service providers in order to develop and implement strategies to support improved medication adherence and standardize data collection efforts across primary care sites.
- Provides leadership and guidance to RW/A-funded medical and non-medical case management training processes including oversight of 3rd party case manager training.
- Attends all assigned RWPC meetings in an advisory role.
- Provides quality management data and reports to the RWPC to assist members in evaluating funded services and making funding decisions.
- Provides leadership, guidance, and support to consumer-focused quality improvement activities including, but not limited to, annual health fairs and town hall meetings to gather input.

**Evaluation/Other**
- Performs chart reviews of medical and non-medical case management services annually.
- Compiles chart review data for use by RWGA, RWPC, service providers and...
other stakeholders to support and enhance Houston EMA CQI activities.
- Develops and implements comprehensive systems for measuring client satisfaction for all Part A and MAI services.
- Performs complex analyses of chart review and client satisfaction survey data and develops reports of findings for providers.
- Using chart review, focus group, client satisfaction, CPMDS data and other sources, assesses the training needs of case managers and develops strategies to improve the competencies of RW-A-funded case managers.
- Composes and accurately prepares assigned tables and narrative sections for the annual Ryan White Part A application to HRSA.
- Performs other duties as assigned including special tasks involved in responding to an emergency event.

**Qualifications**
- Master's degree in nursing, social work, public health or behavioral health-related field degree; and
- One (1) year of experience with project coordinating in health care program oversight and evaluation, health care planning, or meeting facilitation.
- Experience in documented training or completed course work in continuous quality improvement methodology.
- Knowledge of philosophy, principles, and practice of health care delivery to persons living with chronic illnesses such as HIV/AIDS, substance abuse, or mental illness.
- Intermediate proficiency in Microsoft Office, database, and spreadsheet software applications.
- Ability to work with diverse communities.

**NOTE:** Qualifying education, experience, knowledge and skills must be clearly stated in your application's employment history. Resumes are welcome, but we do not use any information provided on your resume to qualify and refer you to the Hiring Department for consideration.

**Preferences**
- Licensed Social Worker in the State of Texas.
- One (1) year of experience in the HIV/AIDS field.
- One (1) year of experience with quality of care chart abstraction for social services clients.
- Intermediate proficiency in SPSS or comparable data analysis software used to analyze complex health-related databases.
- Experience with SQL database platforms.
- Bilingual in English/Spanish.