



QUALITY, RISK, AND COMPLIANCE PROJECT ASSISTANT

Job Requisition # **21-0082**
Location: **Riverside Health Center**
Application Deadline: **Until Filled**

Hours Per Week: **40**
Status: **FT (1.0 FTE)**
Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. For over 50 years, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer.

Position Purpose:

The Quality, Risk & Compliance (QRC) Project Assistant is a resource to the operation and committees of the organization-wide risk management, compliance program, quality improvement, and patient safety programs. The Quality, Risk & Compliance Project Assistant helps to maintain systems within the organization to detect, monitor, prevent, organize, measure, investigate, report and manage patient adverse events, malpractice claims, incident reports, items related to HIPAA and other indicators of potential risk. Community Health Centers of Burlington's key aims in this area are to be on the leading edge of improving health outcomes and service, increasing patient safety, and reducing error in healthcare processes. This position is vital to accomplishing these objectives and requires an individual that has a rapport with many individuals in the organization and a keen organizational and administrative skill set.

Basic Qualifications:

Education and Experience

- Associates Degree in business or health care administration preferred or five years of progressively responsible administrative support positions, including experience supporting senior leaders.
- Experience in a health care setting preferred.

Knowledge, Skills, and Abilities

- High energy, organized, persistent and creative individual with strong communications, interpersonal, and systems thinking skills.
- Experience with standard MS Office required and experience with clinical management software and systems. In particular, will need to have skills in Microsoft Excel.
- Preferred knowledge of risk information management systems (RIMS).
- Ability to function effectively, independently, and efficiently in an innovative and dynamic work environment.

To apply for this position, please send a resume and cover letter to: HR@CHCB.org
The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available