

JOB POSTING

Quality/Education Coordinator

MAJOR RESPONSIBILITIES*:

- Create an environment that promotes excellence in staff compliance with regulations and standards.
- Assist with the analysis and reporting of statistical data including but not limited to; NHPCO, Leading Age, OHI and Medicare
- Perform clinical/compliance audits associated with CMS public reporting and submission of required data to CMS
- Perform quarterly clinical audits for quality/PI program.
- Assist with data collection & analysis across agency and with OHI data team
- Monitor and/or provide programs to ensure identified staff is BCLS certified and recertified, including teaching BCLS classes.
- Collects and reports data to measure client and community satisfaction with LCH service, including healthcare community.
- Assist the Social Services/Education Team Leader with the coordination of education activities ensuring compliance with regulatory and accreditation standards which include but may not be limited to:
 - State licensure
 - Accreditation
 - HIPAA: Monitors systems and processes to ensure that agency operations and practice conform to requirements of the law with regard to privacy standards
 - OSHA
- Assist with comprehensive orientation program for new staff, including competency training, orientation schedules and scheduling general orientation.
- Performs all other duties as assigned.

QUALIFICATIONS*:

- Commitment to the Hospice concept and philosophy.
- Associate Degree or LPN, with 2 years' experience required; bachelors' degree in education/business/social work/analytics, or related field.
- Experience presenting education/training/public speaking.
- Knowledge of accreditation standards, performance improvement activities, Medicare and Medicaid regulations, preferred.
- Current computer skills including data management, word processing, and presentation software.
- Excellent oral and written communication skills, experience presenting material one to one and group settings.
- Able to provide own reliable transportation and auto insurance.

Ohio's Hospice LifeCare will only hire tobacco and nicotine free employees, determined by screening applicants for the presence of nicotine when an offer of employment has been made. Applicants who admit to using or screen positive for nicotine will be considered ineligible for hire, but may reapply for consideration after a period of six months. Applicants who deny nicotine use but later test positive will be considered permanently ineligible for hire based on falsification of records.

Individuals interested can stop by the LifeCare Hospice office, located at 1900 Akron Road, Wooster, OH 44691. Resumes may also be sent to this address, sent by email to LifeCarejobs@lifecarehospice.org, or by fax (330) 804-4545, attn: HR.