

Position Description:

Mental Health Resource Center, a comprehensive mental health center and Joint Commission accredited organization, is seeking a **Quality Improvement Analyst** to join its team in the Jacksonville Area.

The Quality Improvement Analyst works in coordination with the SAMHSA Project Director to identify project outcomes/goals, mechanisms for tracking progress toward outcomes/goals, and completes reports that demonstrate project activities. This position develops, coordinates and produces the SAMHSA quality improvement activities and reports, Management Reports and assists project staff with identifying opportunities for improvement.

Some of the responsibilities of the position include but are not limited to:

- Ensures project records, tracks, and evaluates all data as required by SAMHSA.
- Compiles statistical data and manages aggregate data based on care of individuals served. Writes narrative Performance Improvement/outcomes reports. Presents reports and recommendations to the Project Staff and management.
- Conducts documentation and patient record reviews and audits. Reviews findings with management staff.
- Works with data analyst to ensure staff timely and accurate reporting of programmatic data.
- Conducts staff training on data collection, monitoring and reporting.
- Identifies staff training needs based on documentation, patient record reviews and data tracking. Makes appropriate recommendations.
- Participates as a member of the SAMHSA Project Team.
- Attends trainings, in-service sessions and staff meetings.

Position Requirements:

In order to be considered, candidates must have a Bachelor's degree in Human Services or a related Human Services field from an accredited university or college (a related Human Services field is defined as one in which 30 hours of course work includes the study of human behavior and development).

One year of experience in Quality Improvement required.

Healthcare or human services experience preferred.

Proficiency in Microsoft Office Programs, Excel, Outlook, and the use of the Internet.

Must demonstrate proficiency in the MHRC Electronic Health Records (EHR) and Patient Information System demonstrated within three months of employment.

Proficiency in SAMHSA systems demonstrated within three months of employment.

Strong communication skills are essential and this individual must be able to interact appropriately with internal and external customers, including patients, families, caregivers, community service providers, supervisory staff and other department professionals.

Position Details:

This position is a Full Time Days position.

This full time position offers a comprehensive benefits package.