



Quality Improvement Program Specialist-Behavioral Health & Recovery Services

INDEPENDENT CONTRACTOR OPPORTUNITY

SUBMISSION DEADLINE FOR LETTERS OF INTEREST: Open submission until filled

SCOPE OF SERVICE

The San Mateo County Health System is seeking a well-qualified independent contractor to provide **Quality Improvement Program and Coordination Services for Behavioral Health & Recovery Services.**

The current opportunity is in the Quality Improvement Unit of the Behavioral Health & Recovery Services (BHRS) Division located in San Mateo, CA. This is a full time contract position, paid hourly \$45.00/hour. This is a non-benefited position.

This Quality Improvement Program Contractor will work on quality management through auditing, data collection, analysis, and evaluation of programs in BHRS; providing and developing training, technical assistance, and other support services for managers, staff, and clients.

The **ideal candidate** for this contract position will possess the following:

- Experience conducting clinical document reviews for compliance; collecting and compiling data; preparing reports; and providing feedback to providers.
- Experience developing and providing training and technical assistance for staff and providers.
- Conducting site certification reviews of contracted agencies/provider network and County clinics.
- Knowledge of mental health laws and regulations.
- Strong organizational skills, with an ability to work within multiple systems promoting change, while managing many levels of detail in implementation.
- Ability to provide leadership and promote quality improvement process, as well as an ability to negotiate, solve complex problems, and resolve conflict.
- Excellent computer skills in using Excel, Avatar EMR other software as needed

Duties may include, but are not limited to, the following:

- Conducts clinical record documentation reviews: prepares data; reviews clinical records for compliance with regulatory and quality of care standards; provides feedback to providers; prepares reports.
- Develops, provides training, including online training, and technical assistance for managers and line staff on clinical record documentation rules and procedures.
- Conducts site certification reviews of contracted agencies/provider network; coordinates site certification reviews of county clinics.
- Provide clinical consultation to various agencies.
- Compile data and prepare program evaluations and other reports.
- Perform related duties as assigned.

QUALIFICATIONS

Licensure/Certification: California license as one of the following: 1) Clinical Social Worker; 2) Marriage and Family Therapist.

APPLICATION/EXAMINATION

Anyone may apply. Please submit letter of interest with resume to: San Mateo County Behavioral Health & Recovery Services, Attn: Susann Reed, 225 37th Ave., San Mateo, CA 94403; or to sreed@smcgov.org.

San Mateo County is an Equal Opportunity Employer

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