



COLORADO COMMUNITY HEALTH NETWORK (CCHN)

Job Description

Job Title: Quality Initiatives Specialist

Division: Quality Initiatives Division

Reports to: Senior Quality Initiatives Manager

Supervises: N/A

Category: Full-time, Non-exempt

Date: August 30, 2021

Purpose of Position: Under general supervision, provides facilitation and technical assistance to Colorado Community Health Centers related to cancer prevention and chronic disease.

Essential Duties/Responsibilities:

1. Works collaboratively with the Senior Quality Initiatives Manager to guide the quality improvement of Community Health Centers (CHCs), with a focus on cancer screening and chronic disease quality improvement projects.
 - a. Facilitates and coordinates CHC training and technical assistance including general practice facilitation; workflow development; and coaching around planned care, population health management, patient navigation, and team-based care.
 - b. Collaborates with the CHCs to facilitate collection of data, review the data to inform data report development, and present data to CHCs and partners.
 - c. Coordinates with Technical Assistance partner organizations to provide aligned support to CHCs related to cancer screening and prevention.
 - d. Monitors deliverables for project including data collection and CHC reporting.
 - e. Prepares written and verbal project updates for partner/funder meetings.
2. Attends and represents interests of CCHN and CHCs at relevant task forces and partner meetings, including but not limited to the Colorectal Cancer Task Force, Colorado Cancer Screening Program, and Cancer Prevention Steering Committee.
3. Plans and facilitates internal and external meetings, trainings, webinars, conference calls, and workgroups.
4. Attends and participates in project-related webinars, regional, and national conventions as requested.
5. Prepares and presents written and verbal updates for CCHN peer networks as requested.

6. Travels to Colorado CHC's to provide program specific technical assistance approximately 10% of the time, and in accordance with CCHN's Hybrid/Remote Work Policy.

Other Duties/Responsibilities:

1. Represents CCHN in fostering external partnerships with key stakeholders (including, but not limited to, state agencies, coalitions, etc.) by attending regular state- and region-wide meetings, conferences, and networking events as assigned.
2. Works in partnership with Senior Quality Initiatives Manager to help facilitate, coordinate, and take notes for CCHN's Behavioral Health Peer Group.
3. Works in partnership with the Vice President of Quality and Operations (VPQO) to help facilitate, coordinate, and take notes for CCHN's Nurse Peer Group.
4. Responds professionally to requests for information from partners, coalition and CHC members, as well as the public.
5. Works with the Senior QI Manager, Quality Initiatives Division Director, and VPQO to develop, implement, and evaluate work plans; forecast financial requirements; prepare reports for funders; and support implementation of the Access for All Colorado Quality Pillar.
7. Performs related responsibilities as assigned by the Senior QI Manager, Quality Initiatives Division Director, and VPQO.
6. Reports corporate compliance concerns to CCHN's Corporate Compliance Officer; any CCHN employee who reports a compliance concern in good faith is protected by law from retaliation.

Note: Employees are held accountable for all duties of this job.

Job Qualifications:

1. Ability to manage and prioritize multiple tasks.
2. Ability to think critically, problem solve, and practice outcome-based thinking.
3. Ability to process and organize facts and data to define a problem and develop effective solutions.
4. Ability to present and interpret complex information to multiple audiences in person and virtually.
5. Ability to build rapport, credibility, trust, and maintain effective working relationships.
6. Ability to work as a team member and work effectively with diverse groups.
7. Demonstrated awareness of, and value for, cultural competence.
8. Ability to work with minimal supervision and maximum accountability.
9. Ability to thrive in a complex and rapidly changing environment.
10. Ability to travel, including overnight trips (less than 10%).

Knowledge, Skill, and Ability:

1. Ability to facilitate group discussions that challenge participants to consider various approaches/solutions.
2. Experience with or knowledge of Community Health Centers, safety-net clinics, or primary care settings preferred.

3. Experience or familiarity with topics of team-based care, patient navigation, and cancer screening and prevention.
4. Proficiency in Microsoft Office software, including Word, Excel, and PowerPoint.
5. Proficiency in virtual meeting platforms such as Microsoft Teams and Zoom.
6. Fluency in written and spoken English
7. Proficient written and oral communication skills.
8. Ability to lead, plan, and manage change among external participants and internal team
8. Ability to analyze, organize, and evaluate data.
9. Ability to work with customer/client groups and/or experience in membership organizations.
10. Solid knowledge of, and value for, cultural competence and diversity, equality, equity and inclusion.

Training/Education: Bachelor's degree required. Equivalent experience of 3+ years will be considered in lieu of a degree.

Experience:

1. At least two years of experience in field(s) of primary care, Community Health Center setting, public health, quality improvement, or membership organization.
2. Experience with the following preferred: practice facilitation or coaching, meeting facilitation, quality improvement, team-based care, and/or cancer-related work.

Working Environment and Physical Activities:

1. Hybrid Office Environment with up to 50% work from home.
2. Ability to travel. This position typically requires several hours of travel to meetings in the Denver/Colorado statewide area each month. Additional travel may also be required, with multiple in-state overnight trips per year. Out-of-state overnight trips may occur, approximately once per year or less.
3. Proof of being fully vaccinated for COVID-19 or a qualified exemption is required.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Position Salary Range: \$24.50 - \$27.00 per hour (Non-Exempt)

Benefits: CCHN provides a comprehensive benefits package that includes:

1. Insured group health, dental, & vision plans
2. Medical and dependent care flexible spending account options
3. 401k retirement plan with an employer contribution match
4. Life, AD&D, and Long-term disability plans paid for by employer
5. Free 24/7 access to confidential resources through an Employee Assistance Program (EAP)

6. Voluntary benefit plans to complement health care coverage including accident insurance, critical illness, and short-term disability
7. A generous mix of vacation, sick, and holiday paid days off

To Apply:

Please email the following to Taylor Miranda Thompson at tmiranda@cchn.org with “Quality Initiatives Specialist” in the subject line.

- Cover letter
- Resume
- Written answers to the following prompts (please limit responses to one-page total):
 - o This position will require some subject matter knowledge, depending on the topic of grant projects. How do you familiarize yourself with new content, new projects, or a new area of work?
 - o Please describe your experience with leading groups towards achievement of a shared goal.

This position is open until filled.