

# Wayne County Healthy Communities

## Accreditation Coordinator

**POSITION TITLE:**     *Accreditation Coordinator*  
                                  *Part Time Without Benefits*

**EMPLOYMENT TYPE:** *Temporary (until project term)*

**SALARY:**                     *Negotiable based on experience*

### POSITION SUMMARY:

The Accreditation Coordinator is responsible for assisting the Clinic Director for coordination of the accreditation process in accordance with AAAHC standards, policies, and procedures.

### ESSENTIAL FUNCTIONS:

- Responsible for creating and maintaining files for compliance with the accreditation process.
- Assists in ensuring all aspects of the accreditation maintenance process are completed, including time sensitive standards, periodic inspection reports, reviews and updates
- Assist in developing guidelines and procedures to improve clinic interactions with patients
- Review, modify, draft, and interpret organizational policies, procedures, and forms
- Assists with the preparation of specialized reports and binders such as compliance, accreditation.
- Advise the leadership team of accreditation compliance/non-compliance issues and when necessary recommend corrective action plans
- Responsible for providing routine administrative and support for the processes at the program level. Works closely with program staff, administration and stakeholders to support all administrative functions.
- Review and analyze all provider credentialing files and update as needed
- Maintains confidential records, PHI, and information, as required.
- Assists with on-site inspections for accreditation compliance; prepares and submits reports to leadership team.
- Organize, monitor and follow up on accreditation documentation throughout the accreditation process
- Edit and proofread accreditation reports
- Develops patient brochures and materials
- Coordinate with quality team to meet quality measures and to monitor ongoing QI studies.

### JOB QUALIFICATIONS:

- Ability to multi-task, prioritize, work under pressure and meet deadlines
  - Ability to interpret, research and apply complex standards and processes
  - Excellent verbal and listening, and coordination skills
- Self-starter, must be able to work unsupervised

- Significant analytical and problem-solving skills
- Excellent customer service skills-must be able to work with diverse groups
- Considerable knowledge of computer skills (Microsoft Word, Excel, PowerPoint, etc.)
- Demonstrates professional, appropriate, effective, and tactful communication skills, including written, verbal and nonverbal
- Acknowledges patient's rights on confidentiality issues, maintains patient confidentiality at all times, and follows HIPAA guidelines and regulations

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree [science, public health, public administration preferred]
- Non-profit and/or accreditation experience preferred
- Proficiency in communication technologies (email, cell phone, etc.)
- Highly organized with ability to keep accurate notes and records
- Experience with health IT systems and reports is desirable

**Required Note:** *Applicants must be presently authorized to work in the United States on a full time basis. E.O.E.*

**Application Deadline:**        **October 20 , 2020**

**Email resume and cover letter to:**

**Wayne County Healthy Communities**  
**Attention: Amaal Haimout**  
[\*\*ahaimout@waynecounty.com\*\*](mailto:ahaimout@waynecounty.com)