The Community Health Care Association of New York State (CHCANYS) is a 501(c)3 membership association of community health centers serving community, homeless, and migrant populations. CHCANYS is a dynamic, team-oriented non-profit association and provides support and technical assistance to federally qualified health centers (FQHC’s) and other safety-net primary care providers across New York State. CHCANYS has offices in New York City and Albany.

The Health Center Network of New York (HCNNY) is a federally funded health center controlled network previously unincorporated and incubated within CHCANYS. Now an independent 501(c)3 corporation, HCNNY will be staffed and supported through a Management Services Agreement with CHCANYS and the two organizations will maintain strong ties to leverage available knowledge and resources to advance health information technology initiatives for HCNNY and CHCANYS members alike.

HCNNY is comprised of nine member health centers throughout upstate New York and CHCANYS. The network’s strategic plan through 2012 includes incremental, manageable growth in membership and aggressive implementation of additional EHR tools to ensure that members remain at the leading-edge of HIT adoption and use.

POSITION SUMMARY:

The Clinical Quality Improvement (CQI) Coordinator will have primary responsibility for directing and managing clinical improvement initiatives of HCNNY, ensuring regulatory compliance and promoting improved health care outcomes. The incumbent will work closely with HCNNY’s Clinical Committee to establish a vision and direction for the Quality Improvement (QI) Program within the framework of current regulation, market initiatives, existing program work plans and the network’s strategic plan. The use of health information technology (electronic health records, patient portal, data repository, etc.) and resulting data will be a major component of the QI program. The position is half time (.5 FTE) and will report directly to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
• Design, direct and oversee implementation of clinical quality improvement programs with the guidance of the Clinical Committee.
• Support member health centers in developing and implementing the necessary teams, tools and care process changes in parallel with individual center efforts to improve patient outcomes and develop innovative approaches to primary care delivery reform.
• Participate in the critical analysis of individual center and network aggregate results of existing clinical outcome measures, while working closely with HCNNY’s senior staff and informatics resource personnel to develop additional performance measures.
• Work closely with HCNNY implementation staff to ensure that all clinical setup and workflow development is aligned with QI program requirements, goals and objectives.
• Participate in on-going development of clinical data repository and dashboard reporting.
• Participate in monthly Clinical Committee meetings and perform requested follow-up duties.
• Perform other duties and responsibilities as requested.

REPORTS TO: Executive Director, HCNNY

SUPERVISES: NA

KEY ORGANIZATIONAL RELATIONSHIPS:
This position works in close collaboration with:
• All HCNNY staff, members and clients
• CHCANYS management and staff

MINIMUM REQUIREMENTS:
• Clinical Professional with at least two year’s experience working in an ambulatory health center setting. Minimum of five years of senior level experience directing and managing large projects.
• Experience in program design, implementation and evaluation. Extensive knowledge and experience with industry-leading quality improvement methods and tools.
• Proficient computer skills: MS Office applications (Word, Excel, PowerPoint, Access) and Outlook.
• Demonstrated ability to work with customer/client groups and/or experience in membership organizations.
• Excellent communication (verbal and written) and presentation skills.
• Excellent client/customer service orientation.
• Ability to deal effectively with a variety of people and work in a team environment.
• Ability to multi-task, prioritize and work under deadlines.
• Must be able to travel.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical requirements and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
This position requires the manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials. This person must have the ability to travel as required to work with staff.

**CATEGORY:** Part-Time (50%), Exempt  
**OFFICE LOCATION:** TBD  
**JOB DESCRIPTION EFFECTIVE DATE:** November 12, 2010

CHCANYS and HCNNY provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran or any other characteristic protected by law. CHCANYS and HCNNY comply with all applicable federal, state, and local laws, regulations and ordinances prohibiting employment discrimination.