



County of Mono Job Announcement



Accepting Applications	Position	Salary
Open until filled First review: Nov. 30, 2021	Quality Assurance Coordinator I/II/III	I: \$30.47-\$37.04/hr \$63,385-\$77,045/yr II: \$33.64-\$40.89/hr \$69,965-\$85,043/yr III: \$37.13-\$45.13/hr \$77,228-\$93,871/yr

Mono County Behavioral Health invites applications for the position of Quality Assurance (QA) Coordinator. This position plans, organizes, participates in, and coordinates the Behavioral Health Department's Quality Assurance Program, including oversight and monitoring of Medi-Cal documentation, policies and procedures, and access to care. The QA Coordinator I is the entry level of the series and does not require specific licensure; the QA Coordinator III is the advanced journey-level class in the series and does require specific licensure. Please see the full job description at monocounty.ca.gov/jobs for more information about these classifications.

Mono County is located on the eastern slope of the Sierra Nevada Mountains. The County is a remote, rural county with an economy built largely upon tourism and recreation. Mono County's communities offer an excellent family environment and great recreation opportunities for the outdoor enthusiast.

Examples of Duties (Partial list):

QA Coordinator I/II/III:

- Plans, organizes and coordinates the Quality Assurance Program, monitors program integrity, and ensures adherence to Quality Assurance Standards;
- Conducts and leads compliance reviews in accordance with state issued guidelines and internal policies and procedures including gathering, creating, and completing all documentation related to EQRO, Triennial, and Corrective Action Plans
- Conducts and/or coordinates investigations of alleged violations of the compliance-related laws and/or the Code of Conduct and makes recommendations for corrective actions;
- Ensures compliance with the detailed requirements of Medi-Cal and Medicare programs including coordination of chart and peer review and medication monitoring reports;
- Acts as a primary liaison with the Quality Assurance Division of the State Department of Health Care Services;
- Compiles, disseminates and interprets information to staff and management verbally and by means of developing written policy or training materials;
- Reviews Information Notices issued by DHCS and ensures ongoing compliance based on complex shifting requirements;

- Responsible for organizing, updating, and providing staff training on departmental policies and procedures and plans and provides in-service training to employees to assure quality of care and proper documentation in client charts;

QA Coordinator II/III

- Develops and recommends new/revised procedures and/or corrective action plans to resolve service and system issues, to improve customer care systems and to optimize the utilization of resources;
- Conducts training and periodic audits of billing records to assure compliance with program standards, assuring compliance with all billing policies and procedures;
- Performs chart review and reviews medication monitoring reports
- Provides consultation and advises on Quality Assurance matters to the Director, Clinical Supervisor, and other staff responsible for implementation of the Quality Assurance and Program Integrity Program;
- Assists in the development of medical records forms, consistent with developments in the field;
- If licensed, will participate in the on-call crisis team.

QA Coordinator III

- Participates in the on-call crisis team and may supervise lower level staff;
- Develops improved behavioral health tracking systems consistent with developments in the field;
- Provides oversight of the mental health Short-Doyle Medi-Cal billing program and all other billing functions of the mental health and alcohol/drug programs;
- Conducts reviews of contracts and grants to ensure regulatory and fiscal compliance with Federal and state laws identifies problems/issues or potential problem areas needing corrective action;
- Develops compliance measurement systems designed to evaluate individual progress and/or program effectiveness;
- meets with employees, supervisors, managers, contractors, service providers, clients, etc. to identify strengths/weaknesses of the organization and consumer satisfaction with services;

[For desired qualifications, please see the full job description at MonoCounty.ca.gov/jobs](http://MonoCounty.ca.gov/jobs)

Experience & Training:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

QA Coordinator I:

- Education: Bachelor's degree or higher from an accredited college or university with a major in Accounting, Business Administration, Finance, Health Administration, Public Administration, Social Work, or a closely related field OR Equivalent experience
PLUS:
- Experience: Two years of full-time paid experience in a public or non-profit social services or public health agency performing work in one or more of the following areas: regulatory compliance, quality assurance, legal analysis, health law and/or administration, health or social services information management, and/or regulatory investigations of health care.

QA Coordinator II:

- Possession of one of the following valid licenses issued by the State of California may be considered during the rating and/or selection process: Physician; Licensed Psychologist; Licensed Clinical Social Worker; Licensed Marriage, Family and Child Counselor; or Registered Nurse. All licenses, certificates and registrations must be kept current while employed in this class.
OR:
- Experience: Four years of full-time paid experience in a public or non-profit social services or public health agency performing work in one or more of the following areas: regulatory compliance, quality assurance, legal analysis, health law and/or administration, health or social services information management, and/or regulatory investigations of health care.

QA Coordinator III:

- Possession of one of the following valid licenses issued by the State of California may be considered during the rating and/or selection process: Physician; Licensed Psychologist; Licensed Clinical Social Worker; Licensed Marriage, Family and Child Counselor; or Registered Nurse. All licenses, certificates and registrations must be kept current while employed in this class.
PLUS:
- Experience: Two years of full-time paid experience in a public or non-profit social services or public health agency performing work in one or more of the following areas: regulatory compliance, quality assurance, legal analysis, health law and/or administration, health or social services information management, and/or regulatory investigations of health care.

To Apply: visit [MonoCounty.ca.gov/Jobs](https://www.monocounty.ca.gov/jobs) for all application materials and full job description

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Mono County is an Equal Opportunity Employer