

## JOB DESCRIPTION

### QUALITY IMPROVEMENT COORDINATOR

Reports to: Executive Director

Supervises: None

Purpose: The Quality Improvement Coordinator is to perform the essential duties of quality improvement processes including data collection and report generation.

Specific Duties/Expectations:

1. Assure ongoing collection of data as needed for quality improvement reports.
2. Oversee the completion of monthly, quarterly, and annual quality improvement reports.
3. Review and suggest revisions to TCS Quality Improvement Plan at least annually and ongoing as needed.
4. Prepare all materials for Quality Improvement Committee meetings and follow-up on issues from QI meetings as needed.
5. Oversee Client Rights Officer including follow-up per procedure on all client rights complaints and grievances and filing of all required reports.
6. Oversee the audit of client records as per established sampling methods.
7. Assure that client, facility, and employee satisfaction surveys are sent and follow-up on survey responses as needed.
8. Assist with policy and procedure development and review as assigned.
9. Oversee staff orientation and training as required.
10. Generate and annotate administrative/management reports as assigned.
11. Provide administrative support for specific projects and areas as assigned.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

