



JOB DESCRIPTION

ACCREDITATION COORDINATOR

Date:	August 2023	Department:	FQHC – Hamtramck & Wayne
Classification:	Part-Time without Benefits	Program:	Administration
Reports to:	Chief Operating Officer (COO)	Exemption	Exempt (Not eligible for Comp Time or Overtime)
Pay Range:	\$15-\$17 per hour (negotiable)	Status:	Overtime)
		Definitions:	Exempt = Not eligible for Comp Time or Overtime Non Exempt = Eligible for Comp Time or Overtime**

Disclaimer: This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

POSITION SUMMARY

The primary responsibility of the Accreditation Coordinator is the preparation and maintenance of Wayne County Healthy Communities' (WCHC) certification with the Accreditation Association for Ambulatory Health Care (AAAHC). The Accreditation Coordinator is responsible for assisting the Executive Leadership Team in coordinating the accreditation process, including in-person surveys/site visits, in accordance with AAAHC standards, policies, and procedures. ***NOTE: This is a temporary part-time position anticipated to last at least six (6) months.***

ESSENTIAL FUNCTIONS

- Perform regular review of AAAHC publications for changes in standards/requirements.
- Responsible for creating and maintaining files for compliance with the AAAHC accreditation process.
- Assists in ensuring all aspects of the accreditation maintenance process are completed, including time sensitive standards, periodic inspection reports, reviews and updates.
- Set document review schedules and track staff participation in these reviews.
- Track deadlines for all accreditation activities, and assures all responses are on target to meet deadline or are escalated through necessary reporting structure to meet necessary compliance timeframe.
- 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 Quality Improvement (QI) studies.

ADDITIONAL RESPONSIBILITIES

- Ensure all logistical arrangements are coordinated for survey team visits.
- Coordinate all post-survey follow up as needed with the survey team. This includes ensuring any final reports or documents requested by AAAHC survey team are completed and submitted timely.
- Performs other related duties and meets responsibilities as required.

JOB QUALIFICATIONS

- Ability to communicate clearly (oral and written).
- Ability to prioritize, multi-task, work under pressure, and accomplish goals/meet deadlines with minimal supervision in a dynamic work environment.
- Ability to interpret/analyze, research and apply complex standards and processes.
- Strong attention to detail and demonstrate ability to communicate clearly (oral and written).
- Adeptly skilled in problem solving, negotiation, and communication.
- Considerable familiarity with MS Office Suite of applications including Outlook, Word, Teams, SharePoint, PowerPoint, and Excel.
- Demonstrate awareness, knowledge, and skills to interact effectively with persons representing a wide range of diverse backgrounds.
- Demonstrate professional, appropriate, effective, and tactful interpersonal skills, including non-verbal communication.
- Highly organized with ability to keep accurate notes and records.
- Skilled in active listening and having an ability to gain the confidence of and establish rapport with a diverse group of individuals.
- Acknowledges patients' rights on confidentiality issues, always maintains patient confidentiality, and follows HIPPA guidelines and regulations.

EDUCATION AND EXPERIENCE

- A bachelor's degree in a health-related field (public health, counseling, health education, social science, nursing, biology, psychology) preferred, along with at least one year of experience working in a health-related position.
- Additional years of relevant experience accepted in lieu of a bachelor's degree.
- At least 1 year Non-profit and/or accreditation/credentialing/certification experience preferred.
- Proficiency in communication technologies (email, cell phone, etc.)
- Experience with Health IT systems and reports desirable.

HOW TO APPLY

Please send a resume and statement of interest to Amaal Haimout, Chief Operating Officer (COO) at AHaimout@waynecounty.com and cc Ka'leef Morse, Chief Executive Officer (CEO) at KMorse@waynecounty.com.