



Position Announcement

Job Title	Clinical Quality Management Coordinator
Department	Operations
Hours	Full Time; Exempt
Salary	Depending upon degree and experience

Position Summary

Under the supervision of The Center's Director of Quality Assurance, the CQM Coordinator will oversee the work of the CQM Data Analysts and the development of an annual work plan in cooperation with The Center's Director of Quality Assurance, HSHB, the HIV Planning Group Steering Committee and the HIV Clinical Quality Management Committee. Additionally, the CQM Coordinator will submit various monthly status updates and reports as requested and required. Meeting coordination and administrative support will also be provided for the CQM committee. Such updates include provider export file status; work plan progress; technical assistance and training requests, and the monitoring of key performance measures as directed by the CQM Committee.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. **Education and/or Experience:** A bachelor's degree is required. Related experience can be substituted for the educational requirement on a year-for-year basis. Experience conducting database and quality management activities in a health care setting preferred. Must have demonstrated ability to analyze, organize, and interpret data. Knowledge of current HIV service providers and HIV prevention programs in San Diego is preferred.
2. **Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel. Must have general database management skills. Advanced with Microsoft Excel is preferred. Experience with Microsoft Access is preferred. Experience with ARIES is preferred.
3. **Other Skills:** Must demonstrate competence in working with a variety of diverse populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Those with lived experience as a member of a historically under-served community (i.e., low income, communities of color, LGBT communities, immigrant communities, etc.) are strongly encouraged to apply.
4. **Language Skills:** Fluency in English is required. Fluency in Spanish beneficial.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To apply: send your cover letter, application, and resume electronically to:
Malek Guerbaoui – Malek.Guerbaoui@sdcounty.ca.gov

Application link: <http://www.thecentersd.org/join-us/employment-application.pdf>

Please note: We are unable to accept any phone or walk-in inquiries for this position.
The San Diego LGBT Community Center is an Equal Opportunity Employer.