



POSITION DESCRIPTION

Position Title: Director of Programs & Quality

Date: March 2022

Reports To: President & CEO

Department: Administration

Type: Exempt

POSITION PURPOSE:

The Director of Programs and Quality oversees various initiatives or projects of the organization, monitors their progress and completion, and ensures expectations are met.

QUALIFICATIONS:

The Director of Programs Quality works closely with team members to ensure that all project requirements, deadlines, and schedules are on track. Responsibilities include submitting project deliverables, preparing status reports, and establishing effective project communication plans as well as the proper execution of plans.

Must have proven experience in implementation of public health programs, project management and reporting, statistical analysis and evaluation.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules.
- Meeting with project team members to identify and resolve issues.
- Submitting project deliverables and ensuring that they adhere to quality standards.
- Preparing status reports by gathering, analyzing, and summarizing relevant information.
- Establishing effective project communication plans and ensuring their execution.
- Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
- Coordinating the development of manuals, training materials, and other documents as needed to enable successful implementation and maintenance of initiatives.
- Identifying and developing new opportunities.

- Conducting post-project evaluation and identifying successful and unsuccessful project elements.
1. Manage the Certification in Population Health and Health Equity program in partnership with the University of Michigan School of Public Health.
 2. Act as project director of the Hope Family Health Center Child and Adolescent Health Center program including but not limited to assuring compliance with reporting and all contractual responsibilities, reporting quarterly metrics with RN manager in compliance with state requirements, providing high level direction of evidence-based interventions and integrated care policies and procedures. Works with the RN Manager and Medical Director to implement CQI plan. Manages the Community Advisory Council and serves as lead communicator with school leadership and Hope BOD.
 3. Direct quality improvement and patient safety initiatives at Authority Health clinical sites including but not limited to:
 - Works with the Medical Director and Practice Managers to:
 - Identify key performance indicators.
 - Implement CQI program at each site.
 - Implement targeted quality and safety initiatives at each site.
 - Integrate residents into quality/safety projects at each site.
 - Facilitate chart review activities in support of quality and safety work.
 - Provides supervision and oversight of compliance activities in collaboration with practice managers
 - Works with Medical Director to develop and implement integrated and team-based care policies and procedures at each site
 4. Direct data management services across the organization. In collaboration with project teams, works to create evaluation plans, builds data collection instruments, and provides oversight of data analysis efforts.
 5. Staff and arrange the quarterly meetings for the Motion Coalition.
 - Lead develop and implement the Motion Coalition Summit.
 - Manage the MOTION policy agenda and activities including reduction of childhood obesity, walkable streets, nutrition and physical activity.
 6. Direct activities of the DPSCD Covid Safety Commitment Contract and other special projects as assigned.
 - Assure compliance with all DPSCD reporting and contractual responsibilities.
 - Supervise compliance officers.

REQUIREMENTS:

- A Master of Public Health required. Masters in a related field will be considered
- Minimum of 10 years of direct public or community health experience required.
- Ability to lead project teams of various sizes and see them through to completion.
- Strong understanding of formal project management methodologies.
- Able to complete projects in a timely manner.
- Budget management experience.

WORKING CONDITIONS:

1. Must be able to work a flexible schedule (per agency requirements).
2. Able to complete duties under stress, deadlines, and while attending to multiple duties simultaneously.
3. Prolonged computer related exposure, as well as sitting and standing at workstations for long periods of time.

The above job description is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.

APPROVAL:

DATE:
