



Cow Creek Government Office

Health Operations Support Specialist

Job Code: 2110
Department: CCH&WC
Location: Roseburg, OR.
Minimum Wage: \$25.91

POSITION PURPOSE:

The Health Operations Support Specialist is responsible for the ongoing projects such as AAAHC in collaboration with the CCH&WC Administrative Team. The primary responsibility of this position is to assure that the AAAHC activities are performed so that the highest possible quality and level of health care may be met and maintained. The incumbent is responsible for developing, implementing, monitoring, and evaluating all the projects pertaining to AAAHC at CCH&WC. The incumbent is responsible for applying for and maintaining AAAHC accreditation.

ESSENTIAL FUNCTIONS:

- Lead administrative staff in re-gaining and maintaining accreditation and primary medical home accreditation.
- Establishes criteria and standards for highest achievable quality of health services based on, but not limited to the National AAAHC accreditation surveys and all aspects of ambulatory accreditation standards and policies of the AAAHC.
- Responsible for writing and maintaining Policies & Procedures for the CCH&WC.
- HIPAA Compliance Officer for the CCH&WC.

QUALIFICATIONS:

- Knowledge of and ability to interpret standards of accreditation such as AAAHC and the ability to apply these standards to varying clinical settings.
- Proven competency in written and verbal communication skills required
- Advanced skills in MS Word, Excel, Outlook, and PowerPoint
- Understand, interpret, and apply general administrative, departmental, and internal policies and procedures required.
- Current and valid Oregon Driver's License with the ability to qualify for the Cow Creek Drivers Program required
- Maintain a neat, clean, and well-groomed appearance at all times (specific standards available)