

# JOB ANNOUNCEMENT BULLETIN

## NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642



## MENTAL HEALTH AUDITOR/Q.I. SPECIALIST 4020-0414-OC

**SALARY:**                      **Range: 54.01                      \$24.58 per hour**

**EMPLOYMENT OPPORTUNITY:**    One (1) Temporary Part-time, position with the NHA Project Enable Clinic located at 286 Euclid Avenue, Suite 102 – San Diego, 92114

### **APPLICATION SUBMITTAL INSTRUCTIONS:**

### **POSITION IS OPENED UNTIL FILLED**

Application must be fully completed (per instructions), signed, dated when submitted. Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

### **JOB DUTIES AND RESPONSIBILITIES**

**This part-time position is flexible regarding the hours and days worked, with a maximum of fifteen (15) hours per week. This temporary position is not eligible to receive NHA benefits and is expected to last until the end of the fiscal year (June 30, 2014).**

This position is accountable to the Project Enable Program Director and assists with the development and maintenance of the program quality assurance (QA) and improvement (QI) processes, including overall documentation of the program's QA/QI contracted components, chart compliance and internal pre-audits of the program's medical records.

### **EXAMPLES OF ESSENTIAL DUTIES:**

Develops procedures that are in line with contracted requirements and needs; Maintains and evaluates quality services that are in contract compliance with funding sources; Reviews chart files to ensure contractual compliance; Assists in creating, updating and maintaining program policies and procedures; Assists Department, Program Director and Program Coordinators with contract compliance and quality assurance; Provides contract compliance/statistical trainings when needed; Conducts billing audits and initiates corrections when necessary; Assists with internal QA/QI Peer Review process; Tracks QA/QI activity, provides feedback and ensures timely corrections are made on hard and electronic client files; Attends and participates in required meetings/trainings and performs other duties as required to meet program quality goals.

**Education, Training and Experience:** A typical way to demonstrate the knowledge, skills and abilities outlined above is a Master's Degree in Psychology, Social Work, or Counseling and minimally two years of clinical experience in a behavioral health setting. Experience writing behavioral health assessments, client plans and overall clinical documentation using the Anasazi electronic health record system. Experienced in diagnosing severely mentally ill adults and/or those suffering from co-occurring disorders. Demonstrated leadership and problem-solving abilities, supervisory skills, creativity, and public speaking preferred.

**Knowledge of:** Clinical assessment of clients with severe mental illness, client plan development and clinical care coordination principles and best practices; Quality assurance principles and practices; Utilization Management processes and guidelines; San Diego County Behavioral Health Bio-psychosocial Rehabilitation (BPSR) guidelines and recovery treatment modalities; San Diego County Behavioral Health medical record documentation guidelines; The Anasazi electronic health record system for clinical documentation; Legal and ethical issues pertaining to delivery of professional mental health services; Diagnostic categories (DSM); Current trends and issues in the field of behavioral health care; Public relations principles and practices; Cultural and socio-economic issues relevant to providing appropriate rehabilitation and recovery services to special population groups, including Latino, African-American, and LGBTQ communities; Human behavior across the life span, specifically developmental issues of the target population.

**Ability to:** Operate a computer and spreadsheet software; Analyze and make sound recommendations on complex clinical data; Review and evaluate clinical medical records and make sound recommendations for improvement; Understand, interpret, explain and apply NHA, state, federal and various funding sources' laws and regulations governing mental health specialty services under Title 9; Prepare clear, concise and comprehensive reports and written materials; Communicate effectively, orally and in writing; Exercise sound independent judgment within general policy guidelines; Establish and maintain effective working relationships with all levels of NHA management, and officials of agencies and governmental organizations, outside auditors, consultants, staff and others encountered in the course of work.

**Licenses and Certification:** Licensed (LCSW, MFT, Ph.D.) preferred or is registered with the Board of Behavioral Science Examiners; or is eligible to register with the Board of Behavioral Science Examiners. California Driver's License.

**PHYSICAL & MENTAL DEMANDS:**

Employee is required to sit, stand and walk; talk or hear, both in person and by telephone; use hands to operate, finger, handle or feel office equipment; reach with hands and arms; and lift up to fifty pounds. This job includes close vision and the ability to adjust focus required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; meet intensive and changing deadlines and interact with officials, staff and the public.

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**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice.

**Please note that offers of employment are only valid if they are made by the Human Resources Department**

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**FILING APPLICATIONS:**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 5:00 p.m. on that date, or otherwise as stated on this job announcement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL:**

An official transcript from an accredited college/university and/or Credential must accompany the employment application. Applicants who fail to comply with this requirement will not be eligible for interview.

**BENEFITS:**

**None**

**HOURS:**

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

**INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

**CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.