

# **INTERNAL/EXTERNAL POSTING**



## **POSITION OPENING**

### **Quality Systems and Compliance Supervisor**

**VACANT POSITION AVAILABLE:** Quality Systems and Compliance Supervisor

**MINIMUM REQUIREMENTS:** Master's degree in a human service-related field of study required (MSW preferred) with applicable licensure required. Five years CMH experience preferred. Strong knowledge and skills in the use of computers and relevant software; experience with electronic health records preferred. Strong background in quality assurance, statistical analysis and project management desired. Excellent communication, problem-solving and organizational skills essential. Knowledge of healthcare compliance and associated laws and regulations required. A valid driver's license and automobile insurance are required.

**SUMMARY OF RESPONSIBILITY:** Responsible for providing quality systems management to continually improve the effectiveness and efficiency of organizational performance related to quality assurance, performance improvement, utilization management and compliance. Serves as the Compliance and Privacy Officer and provides leadership to the TBHS Compliance Program including compliance with the MDHHS contract and other federal/state-level laws, regulations and requirements. Serves as the TBHS administrative liaison for site visits, reviews and audits by governing bodies. Provides leadership in the maintenance of accreditation standards and requirements. Works closely with clinical leaders on the development of a Utilization Management Program and participates in reviews. Ensures timely and accurate reporting of data and outcomes. Responsible for management and oversight of the Information Technology System, including the electronic health record. Provides supervision and guidance to assigned program staff. Demonstrates knowledge of and actively supports culturally competent, recovery-based practices.

**POSITION TYPE:** Full-time; Hourly

**RATE OF PAY:** \$31.61 - \$38.04 per hour

\$5,000.00 sign-on bonus available (If eligible, first payment at 6 months and second payment at 12 months).

**IF INTERESTED:** Submit resume and letter of application to: HR Supervisor, c/o: Tuscola Behavioral Health Systems, 323 N. State St, Caro, MI 48723; [www.tbhsonline.com](http://www.tbhsonline.com); EOE

**APPLY ONLINE:**



**APPLICATION DEADLINE:** Open until position is filled.

**POSTED:** April 11, 2025