

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes & bubbling hot springs, cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © S. Kentala

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville & Walker, which offer a quiet & rural way of life, with shopping in nearby Gardnerville & Carson City, Nevada.

Rat Race? Graveyard Shift? Commuting got you down? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers a great quality of life and numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra's, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

BENEFITS: Mono County provides generous benefits, including 2.7 % at 55 PERS, medical, dental, vision & deferred compensation.

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411
hr@mono.ca.gov

Applications with written responses to the supplemental questionnaire must be received by 5:00 p.m. on the final filing date of October 13, 2015. Faxes will be accepted only if the fax is sent to this office by the final filing date & time & the original application is mailed & postmarked by the final filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

BEHAVIORAL HEALTH QUALITY ASSURANCE COORDINATOR

OPEN UNTIL FILLED

Range 69: \$4,354 - \$5,293

Submit application by 10/13/2015

\$4,354 – 5,293 / mo.

THE POSITION

This is a single class position, responsible for coordinating the Quality Assurance Program of the Mental Health Department to meet Local, State and Federal regulations and standards. The position is responsible for the design and implementation of all Quality Improvement (QI) activities with an aim to continuously improve the quality of client care.

Typical tasks include, but are not limited to:

- Provides leadership in the development and implementation of all QI projects and programs;
- Prepares the annual QI Work Plan and related performance improvement projects;
- Facilitates monthly QI, compliance, and cultural competence committee meetings in coordination with clinical staff, clients, and family members of clients;
- Provides leadership in preparation for and throughout audits and reviews by various external, State, and Federal agencies;
- Promotes and models quality standards in client care;
- Establishes procedures for meeting and monitoring compliance with detailed requirements of Medi-Cal, Medicare, and other programs;
- Compiles, disseminates and interprets information to staff and management verbally and by means of developing written policy or training materials;
- Plans and provides in-service training to professional, paraprofessional, and support staff to assure quality of care and proper documentation; monitors compliance with billing policies; conducts periodic audits of service and reconciles non-claimable findings;
- Analyzes and develops improved methods of medical records maintenance consistent with developments in the field;
- Prepares a variety of correspondence, narrative and data reports, program documentation, and other written materials;
- Acts as a liaison, in conjunction with the Mental Health Director, regarding QI and compliance issues with the State Department of Mental Health and other regulatory entities.

QUALIFICATIONS

Any combination of education & experience which would provide the required knowledge & abilities is qualifying. A typical way to obtain the required knowledge & abilities would be:

- At least one year of California County Mental Health QI experience. OR
- Three years of responsible experience in a medical or clinical setting providing administrative support, management of medical records and billing practices.

SPECIAL REQUIREMENTS: must possess a valid driver's license & have the ability & willingness to travel throughout the county. This position may be required to work other than an 8 to 5 shift.

Physical Requirements & Working Conditions: Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; be able to move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copier and FAX machine.

Knowledge of:

Current principles, best practices, and trends in the health care delivery system and QI; principles of outcome measurement; strategic planning; relevant Federal, State, and Local regulations; practices of medical records management and utilization management; and current clinical standards of practice.

Ability & Willingness to: Independently interpret applicable County, State and Federal regulations, policies and guidelines; advise, consult with and train various staff; research and analyze technical program information, evaluate alternatives and make sound recommendations for program modifications; prepare clear, concise reports; work independently and as part of a team; and demonstrate interpersonal sensitivity.

THE EXAM PROCESS

The examination process will consist of a review & competitive evaluation of the required knowledge & abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral examination (weighted 100%), which also may include a related work performance exercise. If a large number of applications are received for this recruitment, only the most qualified applicants will be invited to participate in the examination process.

SUPPLEMENTAL QUESTIONNAIRE

These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions & your employment application will be thoroughly evaluated in order to determine the most suitably-qualified applicants to be invited to the oral examination. It is expected that you will be as complete & specific as possible. Your answers should be submitted on 8½" x 11" paper, preferably typed, & submitted with your completed employment application.

Applications submitted without a completed supplemental questionnaire will not be considered.

1. Describe how you qualify for this position including related experience & training.
2. Describe your experience with California counties' Behavioral Health Plan (BHP) quality improvement programs.
3. If you do not have County BH QA experience, describe what you believe to be qualifying experience in other quality improvement activities.