



Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

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Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

POSITION AVAILABLE

Position: Quality Improvement Coordinator

Department: Performance Management

Office: Office of the Health Commissioner

Posting Date: February 28, 2019

Hours: Full Time M - F; 7:30 am - 4:00 pm

Starting Salary: A50 \$27.19/hour - \$56,555.20/Annual *

**(Salary Commensurate with experience)*

Minimum Qualifications:

- A Bachelor's Degree in Business Administration, Public Administration, Nursing, Public Health or related degree.
- Proficient with Microsoft Office 365 (Outlook, Word, PowerPoint, Excel, Visio, OneDrive, Teams).

Preferred Qualifications:

- One year of relevant professional experience in quality improvement/project management including leading teams.
- Certification in advanced QI training (Six Sigma, Lean, DMAIC). Please submit documentation with application.

Responsibilities include but not limited to:

- Leads the development, implementation, evaluation, and improvement of the agency Quality Improvement Plan in collaboration with the Quality Improvement Committee and the Executive Team.
- Serves as the agency Quality Improvement Committee Chairperson (organizes, plans, facilitates and documents meetings) and assures that Committee performance is regularly measured, monitored and reported.
- Proactively identifies potential process inefficiencies and engages employees in process improvement to enhance collaboration, build competence and improve performance.
- Facilitates cross-department and cross-functional quality improvement teams.
- Effectively trains all employees on quality improvement methods and tools (including computer software) based on needs analysis and feedback from leadership and staff.
- Works with supervisors to ensure accurate and timely processing and reporting of customer satisfaction survey data.
- Effectively communicates with employees both verbally and in writing.
- May be required to play an active role during a public health emergency, crisis, outbreak, incident or event in which the Health Commissioner deems additional changes in responsibilities and working locations / hours.

How to apply:

- Complete the application found on our website: www.phdmc.org/about/employment-postings
- Fax, email, or deliver the completed application to Human Resources at:

Public Health - Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422

humanresources@phdmc.org

Fax (937) 496-3070

Deadline to Apply: March 27, 2019 or until position is filled.

Position is subject to a criminal background check.

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and/or prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH - DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").