



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam Bello
County Executive

Andrea Guzzetta
Director

TITLE: **QUALITY ASSURANCE COORDINATOR**
(Provisional* Appointment)

SALARY: \$47,325 – \$60,020 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a professional position responsible for coordinating various aspects of the Quality Assurance and Improvement Program for Monroe Community Hospital. Duties involve providing technical assistance to hospital staff to assist them in meeting quality assurance objectives. The employee reports directly to, and works under the general supervision of the Quality Assurance Manager or other higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree or possession of a valid Quality Improvement Associate Certificate issued by the American Society for Quality, or be a Certified Professional in Healthcare Quality (issued by the National Association for Healthcare Quality) or a Quality Assessment and Performance Improvement (QAPI) Certified Professional (issued by the American Association of Directors of Nursing Services)** plus one (1) year paid full-time or its part-time equivalent professional*** experience in a healthcare field which must have included working on a quality improvement (quality assurance or quality control) program; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or possession of a valid Quality Improvement Associate Certificate issued by the American Society for Quality, or be a Certified Professional in Healthcare Quality (issued by the National Association for Healthcare Quality) or a Quality Assessment and Performance Improvement (QAPI) Certified Professional (issued by the American Association of Directors of Nursing Services)** plus two (2) years paid full-time or its part-time equivalent professional*** experience in a healthcare field, one (1) year of which must have included working on a quality improvement (quality assurance or quality control) program; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Copy of certificate must be submitted at the time of application.

***Professional for the purpose of these minimum qualifications does not include secretarial, clerical or similar experience.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: November 21, 2019

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.