

## **Program Quality Assurance and Improvement Administrator**

Radiant Health Centers (RHC), seeks a Program Quality Assurance and Improvement Administrator to oversee quality assurance, improvement, and compliance functions using a data driven approach. Ensures programs and services are implemented at the highest standards and clients receive the highest of care.

With a team of caring and committed individuals and hundreds of dedicated volunteers, RHC is working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community by providing healthy and compassionate care options.

RHC is the largest Orange County provider for such healthcare services and is currently expanding its capacity with plans to create a dedicated Federally Qualified Health Center (FQHC) for the LGBTQ+ community.

Scope of work includes but is not limited to:

- Quality management oversight of public and private grants
- Measure and evaluate data to determine the impact of the programs on both the operational outcomes and quality client care
- Represent agency on internal and external Quality Management Committees
- Audit programs using established protocols as required by contractual agreement or agency standards
- Prepare and submit required quality management reports on a monthly, quarterly, and annual basis as specified by each contract/grant
- Collect and maintain data that is required for specific contract.

We are looking for a Program Quality Assurance and Improvement Administrator with the following qualities:

- Possesses superior attention to detail; quality and precision focused
- Previous experience in customer service with strong communication skills
- Must have excellent analytical thinking skills and problem-solving abilities
- Previous experience as a project manager, or coordinating large projects is an asset
- Bachelor's degree preferred or equivalent experience

### **How to Apply**

To apply for the position Program Quality Assurance and Improvement Administrator, please forward a cover letter and resume using one of the following methods:

- Email your resume and cover letter to Ms. Lisa Osborn at [losborn@radianthealthcenters.org](mailto:losborn@radianthealthcenters.org).
- Mail to Radiant Health Centers, Attn: Ms. Lisa Osborn, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5779
- No phone calls please

***RHC is an equal opportunity employer***