

Accreditation Coordinator

Morgan County General Health District

The Morgan County General Health District is actively seeking a qualified candidate for the part-time contract position of Accreditation Coordinator. Under direction of the Medical Director and supervision of the Administrator in the general health district, takes the lead on the accreditation process with the Public Health Accreditation Board (PHAB).

1. Conducts assessments of the health department's readiness to seek accreditation;
2. Completes PHAB's Online Orientation;
3. Develops required draft plans & policies;
4. Coordinates the development and implementation of the health department's internal plan to engage staff in the accreditation process;
5. Engages partner organizations and community partners in the accreditation process;
6. Completes the Statement of Intent (SOI) and application through PHAB's electronic information system, e-PHAB;
7. Facilitates the health department's Accreditation Team;
8. Maintains a documents management approach for proposed and selected Documentation;
9. Manages the process for selecting documentation for the PHAB measures;
10. Prepares for and manages the site visit.

Other Duties and Responsibilities:

1. Provide assistance throughout agency as needed to eliminate gaps.
2. Performs other duties as required.

Qualified candidates must possess:

High School Diploma or GED with Associates degree preferred; a valid Ohio driver's license; and proof of insurance. All applicants must be computer literate and able to effectively communicate orally and in writing. 5 years office clerical & project experience is a plus. Salary commensurate with experience.

Qualified candidates need to submit a cover letter and resume to Jeff Michaels at the Morgan County Health Department jeff.michaels@morgancounty-oh.gov by May 7th, 2021.