



Job Description

Intake/Quality and Compliance Coordinator

Acts as the liaison between clinical/ residential and finance department; conducts quality and compliance audits for the clinical/residential programs; assists Clinical Director in monitoring and insuring contractual and regulatory compliance .

- Act as the “front door” contact for perspective clients and families. Conduct assessment and intake for new clients, including preparing and obtaining signatures on Service Agreements, and manage placement of clients in residential facilities
- Disseminate all intake information to house, Area Manager, and Office Manager to be scanned and filed.
- Maintain the prospective client wait list
- Responsible for Utilization Management
- Assist with ongoing C.A.R.F. accreditation
- Serve as the point person for all core provider communication, including informing core provider of the day of a client move
- Generate new service agreement upon client move
- Provide meeting agenda and minutes for weekly Area Manager meetings
- Maintain all Office of Recipient Rights and Adult Protective Services documentation
- Facilitate the maintenance of the shared hospitalization tracker
- Insure compliance with the Home Community Based Service Waiver thru preparing and monitoring any corrective action required.
- Attend all contractually obligated ongoing residential provider meetings (e.g. MORC, CNS, Easter Seals)
- Collect and analyze clinical outcome data and other key performance indicators and prepare summary documentation.
- Meet with operational staff as needed with updates on client changes
- Facilitate Root Cause Analyses (RCA) process upon any sentinel event and provide a narrative of findings
- Responsible for completing monthly, quarterly and annual outcome reports
- Enter and analyze Multicultural Grant outcome data on a quarterly basis
- Organize biannual purging of all client documentation
- Responsible for the organization and maintenance of all client documentation outside of the residential sites, which may include quarterly, bi-annual, or annual internal audits
- Analyze and generate reports from incident report data on a quarterly basis
- Follow Kadima mission statement and core values
- Perform any additional duties as assigned by supervisors

Qualifications:

- Minimum Bachelor's Degree in Social Work, Psychology or other Human Service Field
LLMSW or LMSW preferred
- Must have experience working with adults with psychiatric disabilities
- Good written, organizational, computer and oral communication skills
- Must have a valid Michigan driver's license
- Proficiency with Microsoft Office Suite, specifically with Excel, ACCESS and Powerpoint
- Understanding of/familiarity with Medicaid/Medicare, Social Security and Adult Foster Care Licensing Requirements and Regulation.

Reports to:

Reports to Clinical Director

Full-time, Exempt position