JOB ANNOUNCEMENT# 552105

Position Title:  Healthcare Risk Manager

Salary:  Grade 17

Supervisor:  Compliance Officer

Job Location:  Choctaw Health Center

Type of Employment:  Full Time, Exempt, Non-Essential

Opening date:  April 2, 2020

Closing date:  April 9, 2020

Scope of Service and Effect:

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 members of the tribe’s population across a ten-county area in East Central Mississippi. It is an 18,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

This position will lead the organization in service initiatives to promote best practices in healthcare related risk management activities. The incumbent will be responsible for ensuring that all Choctaw Health Center programs and departments follow established healthcare standards and practices promulgated from local and federal agencies in safety, security, and business. The incumbent shall exercise leadership skills in proactive assessment and mitigation of risk to the organization with oversight in patient care systems, quality management programs and initiatives, and regulatory compliance.

Responsibilities and Duties:

1. Oversees the incident database reporting system while coordinating with related
departments to provide the necessary risk related support systems, processes and recommendations towards overall incident management. Performance Measure: To improve entity education regarding incident management, investigation, action planning, and resolution through proper management and timeliness of use of system.

2. Will act as the organization’s risk expert and resource related to healthcare risk knowledge.

3. Plans, designs and implements an overall risk management process for the organization; Conducts risk assessments involving analyzing risk through identification, description and estimating risk for the organization. Performance Measure: Based upon performed risk analysis, this position is expected to mitigate overall risk by 5-10% annually until the agreed entity risk threshold is met and then the performance measure would be reset to reduce and or maintain the acceptable risk threshold.

4. Oversees, directs, delivers, or ensures delivery of risk management training and orientation to all employees, volunteers, medical and professional staff, contractors, alliances, business associates and other appropriate third parties to ensure compliance with healthcare related standard risk management guidelines overseen by regulatory agencies.

5. Maintains and revises policies and procedures for the general operation of the risk management program and its related activities to prevent illegal, unethical or improper conduct.

6. Works with management leadership, legal counsel, key departments, and committees to ensure that Choctaw Health Center has and maintains appropriate risk management activities for safety, security, and business approaches.

7. Ensures positive outcomes through risk identification and prevention that improves the patient care and reduces overall organizational risk. Performance Measure: Improvements in overall departmental management of risk stratification during first year of the position based upon analysis of patient outcome risk assessment then strategic and clearly identifiable, measurable patient improvement goals will be developed in coordination with management leadership thereafter.

8. Participates in organizational outcomes, goals and strategic plan development, implementation and measurement including provision of data management and recommendations within the organization.

9. Serves as an auditor for internal operations to assure compliance to policies and healthcare standards with timely and efficient completion of projects.

10. Will identify actual and potential risks, facilitate the determination of causative factors (conduct RCA's if necessary), and refer actions for follow-up through
appropriate channels and committees to reduce the frequency of future occurrences or recommend ways to minimize risk through system improvements.

11. Utilizes available analytical tools such as the Failure Mode and Effect Analysis (FMEA) and Information Technology (IT) security risk assessments to identify areas or approaches of concern for potential failures which may exist in a process.

12. Will serve as an active member of the Quality Management (QM) Committee, Environment of Care (EOC) Committee, Patient Safety, Electronic Health Records (EHR) Committee, Infection Control and Prevention Committee, Medical Records/Utilization Review Committee, Pharmacy and Therapeutics Committee, and any other committee as needed where actual or potential risk has been assessed.

13. Compiles statistics and provide regular reports to the Quality Management Committee and management of the operational risk management efforts in progress.

14. At the direction of the Health Director and Supervisor, will manage responses to any and all risk related interrogation requests and for production of documents at the entity level in collaboration with appropriate department level supervisors and directors.

15. Assist with patient satisfaction survey analysis and reports to staff, committees and leadership.

16. Other duties as assigned by supervisor.

Work Environment

The primary work setting is at Choctaw Health Center within in a temperature controlled well lighted environment office setting. Other assigned duties could take place within other areas of Choctaw Health Center.

Physical Demands (if applicable):

1. Sense of integrity and commitment to patient confidentiality.

2. Able to handle frustrating circumstances in a calm and composed manner.

3. Must have a positive, friendly, upbeat, and accommodating personality.

4. Must possess a strong work ethic and team player mentality.
Qualifications:

1. A Master's degree in a health-related field (Nursing, Healthcare Administration, Health and Human Service Degree, or other medical background) is required. Leadership/management experience will also be strongly considered and deemed qualified. Prior risk management experience is highly preferred. (ATTACH COPY OF DIPLOMA TO APPLICATION)

2. A minimum of 5 years' experience in a healthcare setting is required. Knowledge of hospital policies and procedures is required.

3. Must possess outstanding communication skills, both written and oral. Choctaw speaker preferred.

4. Must have proficient computer skills. Must have a thorough understanding of Microsoft Word, Excel, PowerPoint, and Publisher with the ability to analyze, create and present professional reports.

5. Understanding of basic health systems through a knowledge of all health care related regulatory standards and compliance requirements. A strong clinical background is necessary.

6. Possess the ability to work with highly sensitive and confidential information to include an extensive understanding of HIPAA regulations.

7. Possess strong organizational, prioritization, and analytical skills.

8. Must demonstrate leadership skills by possessing the ability to establish effective, respectful and collegial working relationships with internal and external customers including but not limited to patients, physicians, employees, visitors, and contractual vendors.

9. Must possess and maintain dependable transportation with a valid Mississippi driver's license and automobile liability insurance. Copies of both must be submitted with application. Must maintain means of communication through dependable telephone service. (ATTACH COPY OF DRIVER'S LICENSE AND AUTO LIABILITY INSURANCE TO APPLICATION)

10. Successful completion of criminal background investigation and pass a pre-employment drug test.

**CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE***
NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350