

**Quality Coordinator**  
**Martin County Hospital District (MCHD)**  
Job Location: Stanton, TX  
Full Time/Days

**JOB SUMMARY:**

The Quality Coordinator is responsible for reviewing, monitoring, and analyzing data to drive quality improvement and ensure regulatory compliance under the supervision of the Director of Quality. This position will perform duties related to submission of chart abstracted data, reporting, implementing new processes and policies related to Quality, and performance improvement. Duties may include creating reports using excel, gathering data from various sources such as chart audits and uploading required reports on a deadline, record keeping, coordination of meetings and conferences, keeping meeting minutes, drafting professional correspondence, working on special projects such as developing training/presentations or assisting with policy revisions. This position will assist with assembling highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors, as well as internal contacts at all levels of the organization. This position will also perform duties related to Patient Advocacy. The Patient Advocate will investigate and facilitate resolution of complaints and grievances. As well as other duties as assigned as needed.

**MINIMUM REQUIREMENTS:**

- At least 3 years of experience in the healthcare field. A clinical background with knowledge of quality measures and reporting is a plus
- Must be proficient in MS Word, PowerPoint, and Outlook. Strong Excel skills preferred
- Excellent verbal and written communication skills required
- Ability to communicate in English, both verbally and in writing
- Excellent presentation and interpersonal skills
- A professional telephone manner is essential
- Must be able to type 40-45 wpm
- Knowledge of recordkeeping
- Ability to transcribe from electronic means
- Ability to operate office equipment

**EDUCATION/LICENSES/CERTIFICATIONS:**

- Graduate of a School of Professional Nursing – LVN or RN
- Must have a license to practice professional nursing by the Texas Board of Nursing or licensure from a state within the Nursing Compact.

**ADDITIONAL INFORMATION:**

- This is an On-Site position.

**FOR MORE INFORMATION/TO APPLY:**

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/3531382>