



Program Manager, Risk

Job Location: Remote Virtual
Full Time/Days

JOB SUMMARY:

The Program Manager, Risk will play a critical role in ensuring the safety, compliance, and risk management of our health care operations. Reporting directly to the Director of Risk Management, this person will be responsible for overseeing the incident reporting process, managing the grievance process, and leading the approval and implementation of new policies to enhance our risk management strategies

DUTIES/RESPONSIBILITIES:

- Coordinates the Clinical Risk Management Program to meet the needs of the organization
- Manages the incident reporting process and reviews and analyzes all occurrences for risk management, quality of care, regulatory and insurance concerns
- Conducts root cause analysis investigations, focused investigations, and other reviews and investigations.
- Manage professional and general liability carrier reporting and follow-up.
- Assist providers with managing licensing board letters of inquiry and investigations.
- Create quarterly reports reviewing incidents for trends and process improvement.
- Collaborate with relevant departments to analyze incident data, identify trends, and develop strategies to prevent recurrence.
- Work closely with compliance regarding regulatory matters.
- Conduct regular risk assessments across various aspects of the organization, including clinical practices.
- Collaborate with departments to identify potential risks and develop mitigation plans.
- Stay up to date with industry regulations and standards related to healthcare risk management.
- Provide training and educational programs to colleagues on risk management, incident reporting and grievance resolution.
- Promote a culture of safety and risk awareness throughout the organization.
- Maintain detailed records of incidents, health plan grievances, and risk assessment.
- Create update and maintain risk management policies and procedures that outline the organization's approach to managing risks.
- Ensure the organization complies with relevant laws, regulations and industry standards related to risk management and safety.

REQUIRED SKILLS/ABILITIES:

- Strong knowledge of healthcare regulations and accreditation standards
- Excellent communication, problem solving and interpersonal skills.
- Ability to collaborate with cross functional teams.
- Diligence and a commitment to promoting a culture of safety.
- Ability to assess potential risks to prioritize them based on their impact and likelihood.
- Strong analytical skills to collect and interpret data, perform risk analysis, and make data driven decisions.
- Proficiency in developing and implementing risk mitigation strategies.
- Ability to identify problems, analyze their root causes and develop creative solutions to mitigate or eliminate risk.
- Proficiency in crisis management and the ability to respond effectively to unexpected events or emergencies that pose a risk to the organization.

MINIMUM REQUIREMENTS:

- Bachelor's degree in nursing, juris doctorate, or related field
- Master's Degree preferred
- Certification in risk management preferred.
- Minimum of 5 years of experience in healthcare risk management or a related field

FOR MORE INFORMATION/TO APPLY: <https://jobs.dayforcehcm.com/en-US/archwellhealth/CANDIDATEPORTAL/jobs/22193>