

Healthcare Quality & Compliance Specialist

AACI

Job Location: San Jose, CA

Full Time/Days

JOB SUMMARY:

The Healthcare Quality & Compliance Specialist supports organizational compliance and quality improvement efforts within a Federally Qualified Health Center (FQHC) environment his role is responsible for collecting, analyzing, and reporting data; supporting regulatory readiness; and assisting with performance improvement initiatives to ensure safe, high-quality, patient-centered care and compliance with federal, state, and grant requirements. This role is responsible for maintaining compliance/ Risk documentation, supporting audits, tracking quality metrics, and assisting in risk management activities to promote safe, effective, and high-quality patient care.

MINIMUM REQUIREMENTS:

- Two or more years of experience in healthcare administration, quality improvement, compliance, risk management, or a related healthcare support role. (FQHC or community health setting preferred).
- High level of organizational and documentation skills with excellent attention to detail.
- Basic understanding of FQHC operations and HRSA compliance requirements, such as HRSA, HIPAA, OSHA, CLIA, FTCA, and UDS reporting.
- Familiarity with quality frameworks (e.g., PDSA cycles, root cause analysis).
- Ability to maintain organized documentation and track deadlines and follow-up activities.
- Ability to communicate clearly both verbally and in writing.
- Ability to handle confidential and sensitive information in accordance with privacy and security requirements.
- Proficiency in Microsoft Office (Outlook, Word, PowerPoint, Excel).
- Working knowledge of electronic health records, EPIC or similar systems preferred.
- Ability to communicate well with people of diverse cultural professional and experiential background.
- Ability to establish and maintain effective work relationships as part of a multi-disciplinary team.

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree in healthcare administration, Public Health, Nursing or equivalent combination of relevant experience and education.

FOR MORE INFORMATION/TO APPLY:

<https://www.paycomonline.net/v4/ats/web.php/portal/EE2DE7EA42FB7DF874A0B94BC8FFBAA9/jobs/169771>