

- I. Title: Performance Improvement/Education Coordinator
- II. Classification: Coordinator
- III. Supervisor: Clinical Director
- IV. Minimum Qualifications: A licensed therapist with experience in training and data management.
- V. Primary job functions and performance expectations:
- a. Adheres to Central Alabama Wellness agency policies and procedures.
  - b. Maintenance of the Performance Improvement System for CAW
    - i. Establish and monitor indicators for the PI system to integrate and advance quality services and identify problem areas.
    - ii. Direct and coordinate the monitoring of clinical services in all programs.
    - iii. Communicate data collected to the PI Committee, Clinical Director, and Executive Director.
    - iv. Participate as a standing member of the PI Committee
    - v. Maintain all necessary PI records
    - vi. Track, monitor, and identify trends to ensure delivery of effective and efficient quality services.
    - vii. Prepare, distribute, collect, and review all client surveys.
  - c. Coordinate and oversee training for CAW
    - i. Ensure all required staff training is provided and completed as required
    - ii. Spearhead replacement of training modules in Relias as the occasion rises in coordination with Clinical Director and clinical managers.
    - iii. Responsible for training staff on the electronic client record management system.
  - d. Maintenance of incident reporting systems for CAW
    - i. Responsible for ensuring incident information is entered into Therap (ADMH incident reporting system)
    - ii. Responsible for monitoring incident reports for trends
    - iii. Communicate data regarding incidents to Clinical and Executive Directors.
    - iv. Perform special incident investigations as an independent auditor without conflicting with any program or service areas.
  - e. Maintain and facilitate growth in the continuing education program at CAW
    - i. Responsible for planning continuing education training as indicated by trends in QA, efforts to enhance clinical standards with providers, and goals of the Clinical Director
    - ii. Responsible for record-keeping pursuant to maintaining ACEP status with the NBCC
    - iii. Responsible for issuing CE certificates upon clinician completion of training programs

- iv. Assists therapists in pursuit of ADC credential.
- f. Maintain professional credentials and enhance personal professional knowledge.
- g. Maintains professional relationships with and educates other community agencies and the general public.
- h. Other duties, clinical or non-clinical, as assigned by supervisor.

*I have received a copy of this job description. Its contents have been discussed with me and I understand and agree to the duties and responsibilities outlined.*

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Signature

Date