**BestCare Treatment Services**

**Position Description**

**Title:** Accreditation Specialist

**Program:** Quality Management and Accreditation

**Program Location:** Redmond

Req. travel? [ X ] Yes (some travel required)

**Supervisor:** Director of QA and Compliance

**Employment Status:** Full Time, Days (1.0 FTE)

**FLSA Classification:** Salaried/Exempt

**Effective Date:**

**Job Summary:** The Accreditation Specialist serves as lead in coordination and facilitation of accreditation and regulatory work for all Oregon licensed behavioral health facilities at BestCare Treatment Services (BCTS) ensuring CARF standards licensing regulations are in compliance, communicating to leadership on high-risk compliance issues, and supporting the development of site leadership and staff to uphold the standards in the day-to-day operations SUD, mental and behavioral health care. Serves the organization to promote operational standardization in alignment with the Oregon Administrative Rules (OAR) and CARF annual manual to educate, update, interpret, and operationalize current, existing, and new changes to the regulations for facilities, site leadership, administrative departments, and executive leadership.

**Essential Functions:**

1. Establishes collaborative relationships with the management team and line staff focused on helping the teams to improve regulatory knowledge base in CARF and OAR compliance.
2. Serves as content expert for the organization regarding interpretation of CARF standards and OARs, annual site licensing surveys and the every-three-year CARF site review
3. Directs on-site accreditation survey support. Facilitates review and training of survey command center functions, documents and processes with facility management and leaders. Reviews survey materials at least quarterly and education at least biannually to ensure strong coordination and staff knowledge of role during external surveys.
4. Educates and communicates effectively to support sites and staff to successfully pass audits and site reviews at each BestCare location.
5. Partners with various departments to support CARF Standards; draft and execute policy & procedures; as well as develop and implement core competencies and workflows to support the regulatory responsibilities set forth.
6. Advises internal quality improvement and assurance efforts with CARF scope and understanding to strengthen and/or define the initiatives and responsibilities. This includes but is not limited to:
   * Quality Record Review for licensed clinicians
   * Performance Improvement/Management
   * Compliance and Risk Management
   * Health & Safety
   * Clinical Program and Services
7. Process Improvement:
8. Identifies and evaluates risk factors relative to BCTS’s compliance and program integrity obligations; identifies potential areas of compliance vulnerability and ensures corrective action to reduce or mitigate these risks.
9. Develops, implements, and oversees program integrity functions, including prevention and detection of fraud, waste, and abuse; responds promptly to potential instances of fraud or abuse, reporting to appropriate state and federal agencies.
10. Proactively addresses accreditation and regulatory compliance issues; works with other departments/system staff to assign ownership and works to correct identified issues prior to external regulatory review.
11. Report as required and appropriate
12. Leads the Residential Programs and Outpatient programs to achieve and maintain CARF certification:
13. Supports policies and procedures’ draft and implementation to meet CARF standards and OAR regulations
14. Assists with the development and implementation of internal audits, regulatory training and education for leaders and staff related to program integrity and compliance to meet CARF standards
15. Effectively collaborates with the Privacy and Security Officer(s) on compliance-related issues.
16. Creates tools for managers to utilize to maintain compliance in their designated units.
17. Facilitates local regulatory expertise to promote operational compliance using standard tools and approaches, consistent interpretation of rules and regulations, standardization of process/practice, and outcomes management
18. Drives outcome through data and collaboration
19. Supports the development and maintenance of key performance measures according to CARF Standards
20. Ensures the tracking, analysis, and regular reporting of outcome data to key data consumers
21. Supports National CARF Surveying with up to 6 surveys per calendar year upon approval with the direct supervisor.

**Qualifications:**

**Education and Experience**

* A Bachelor’s Degree in behavioral health/social service/public health or nursing plus 5 years of related experience required; Master’s Degree plus 2 years of related experience preferred. Related experience includes, Risk Management, Patient safety, Quality Improvement/Assurance, and Compliance.
* Current State licensure in related field
* SUD certification preferred
* Experience in a CARF organization required.
* Current CARF Surveyor certification preferred or plans to become one with 2 years of hire would be required.
* 3 years’ experience in behavioral health services setting.
* 3 years’ experience in using an EHR, understanding clinical documentation practices, chart navigation, and data analytic

**Knowledge, Skills and Abilities**

* Possesses strong analytic skills, ability to interpret data; facility with using Excel.
* Ability to demonstrate sound critical thinking/decision-making and ability to work with others to facilitate problem resolution for system improvement.
* Excellent verbal, written and presentation communication skills; highly developed organizational, interpersonal, and management skills.
* High-level proficiency in Microsoft Office- MS Word, Excel, Access, and PowerPoint.
* Knowledge of evidence-based practices and accepted standards for clinical documentation
* Ability to maintain confidentiality of highly sensitive information
* Ability to prioritize and manage multiple projects
* Ability to work effectively in multiple cultural contexts
* Fluent in Spanish preferred
* Ability to develop strong collaborative relationships with a range of team members and community partners

**Physical/Cognitive Demands:**

* Work requires relatively light physical exertion from up to 65% of the time.
* Ability to lift objects weighing 30 lbs. or less.
* Work is performed under normal working conditions with adequate lighting and ventilation.
* Job duties frequently require intense concentration and attention to detail (up to 65% of work time)

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**

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Employee Signature/Date