



HEALTH CARE RISK MANAGER

Supervised by:	Chief Executive Officer
Location:	Sioux Falls, SD or Pierre, SD
Status:	Full-time (exempt)
Salary:	\$66,650-\$70,720

POSITION SUMMARY: SDUIH is a 501c3 non-profit with two clinics operating in Sioux Falls and Pierre. It is a federally qualified health center (FQHC) and one of 41 Urban Indian Organizations under the Indian Health Service umbrella. With an emphasis on serving low-income, geographically isolated, minority, homeless and migrant populations in South Dakota, SDUIH provides services through three pillars: Medical Care, Behavioral Health, and Cultural Health. The Health Care Risk Manager will play an instrumental role in ensuring SDUIH provides safe and quality patient care by ensuring staff and volunteers are adhering to internal and external policies and regulations. The Health Care Risk Manager will assist SDUIH in proactively and systematically safeguarding patient safety, accreditation, and streamline workflows. This position will oversee the Continuous Quality Improvement and Risk Management plans and chair the Continuous Quality Control committee. Hours for this position are typically 8am-5pm, Monday-Friday but may vary depending on community or clinic events that are occurring. SDUIH practices Indian Preference in hiring.

Skills & Ability

- Read, comprehend and interpret health, safety, and infection policies and regulations and apply to SDUIH programs and operations.
- Exercise independent judgment to coordinate a number of projects, personnel, and clinics to meet specified objectives and to maintain detailed records of these activities and projects.
- Interpret and present data to peers in a way to influence and change behavior.
- Perform quality control audits to ensure accuracy, completeness, or proper usage of SDUIH departments, workflows, and systems.
- Monitor work productivity or quality to ensure compliance with standard operating procedures.
- Prepare and maintain comprehensive records and prepare clear, concise and complete technical reports
- Analyze trends and problems and develop long-range plans and submit recommendations.
- Prioritize, coordinate, and organize work assignments.

Skills & Ability continued...

- Strong analytical and program management skills required, including a thorough understanding of how to interpret patient data and translate into application and operational requirements.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, administrative staff, clinical staff, board of directors, and subject matter experts.
- Manage and control data compilation, sorting, interpretation and evaluation.
- Travel and actively participate in required training sessions and team meetings.
- Identify and investigate incidents, complaints, and all areas of risk.

Knowledge

- Native American culture and traditions.
- Private, local, state, and federal resources for the treatment and care of patients.
- HIPAA and OSHA rules and regulations.
- Electronic Health Records.
- Federal reporting requirements, i.e. Government Performance Reporting Act (GPRA)
- Safe practices in health care environments.
- Adverse event classification and reporting.
- Creating work plans and timelines.
- Health care systems, clinic processes, healthcare terminology, public health, health disparities, health promotion/disease prevention, and disease prevention and intervention.
- Knowledge of behavioral health interventions, terminology, and treatment. Including but not limited to mental health diagnoses, substance use disorders, medication assisted treatment, etc.

Qualifications:

- Bachelor's degree in nursing, public health, health administration, or other relevant field.
- At least 3-5 years' experience in a health care setting.
- Established work with Native communities in Pierre and Sioux Falls.
- Demonstrates strong organizational, communication, leadership, problem solving, and time management skills.
- Must be vaccinated against or willing to be vaccinated against COVID-19.
- Must be CPR certified or willing to obtain CPR certifications within 6 months of employment.

Physical Environmental Factors:

Works in a professional office environment, requiring significant interaction with diverse health and professional associates. May be exposed to noise if working near the office machines. Requires prolonged sitting, some bending, stooping, stretching and ability to use stairs. Requires eye-hand coordination and manual dexterity sufficient to operate an automobile, keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate reports, make presentations, view a computer screen and operate an automobile.

How to Apply

Interested individuals should email their resume and a completed application to Aspen.Gillaspie@sduih.org. Applications can be found at <https://sduih.org/careers/>.

SDUIH has the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.

I have read the above job description, and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodations. I have discussed any questions I may have about this job description prior to signing the form.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____