

Western Montana Mental Health Center
140 N Russell
Missoula, MT 59801
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Job Title: Policy & Accreditation Support Specialist
Department: Administration
Reports To: Quality and Compliance Manager
Position Location: Missoula, MT
Status: Exempt Full-time (40 hours per week)

Position Summary:

The Policy and Accreditation Support Specialist is responsible for developing, maintaining, managing, coordinating, and supporting the accreditation, licensing, and policy and procedure functions.

Essential Duties & Responsibilities:

- Serves as a curator of WMMHC policies, including the development, coordination, and maintenance of both clinical and administrative policies; maintains an inventory of policies and ensures timely updates;
- Researches best practice and uses the principles of standard work to create effective policies and procedures;
- Coordinates with the Service Line Directors and the Medical Director in the identification, development, execution, and revision of all policies with the goal of consistency and completeness across all services;
- Assists the Service Line Directors and Medical Director in the development and maintenance of procedures to support the WMMHC policies;
- Maintains current knowledge of relevant Administrative Rules of Montana (ARMs), Montana Code Annotated (MCA), other licensing, and accreditation requirements;
- Incorporates and updates WMMHC policies and procedures with regulatory and accreditation requirements;
- Analyzes internal and public policy to help inform decision making;
- Manages the licensing application process for all WMMHC services, including the application for new services and the renewal applications for existing services;
- Serves as a subject matter expert to assist the Service Line Director and the Medical Director in meeting Montana Department of Health and Human Services licensing requirements;
- Manages the accreditation process for applicable WMMHC services;
- Serves as a subject matter expert to assist the organization in achieving and maintaining accreditation status in good standing.

Travel to WMMHC's services throughout western Montana will be necessary; therefore, a valid Montana Driver's License with an acceptable driving record is required, as well as proof of auto liability insurance in compliance with WMMHC's requirements.

Supervisory Responsibilities: None

Education/Qualifications:

- Bachelor's degree in related field required.
- *Relevant Work Experience:* minimum of 5 years' experience in healthcare; minimum of 2 years' experience with accreditation, policy, licensing, or quality functions.
- *Certification:* Certification in healthcare policy, management, or quality (e.g. NCQA, HACCP) is preferred.

Knowledge, Skills & Abilities:

- Excellent written and verbal communication skills
- Strict attention to detail
- Project management with ability to prioritize work assignments
- Ability to work independently and meet or exceed deadlines
- Ability to meet or exceed WMMHC Code of Conduct
- Ability to comprehend regulatory and accreditation materials and translate requirements into policy and procedure language
- Ability to navigate differing expectations of individual leadership staff