



Council on Aging of Southwestern Ohio | *Answers on Aging*

## **Clinical Analyst**

Council on Aging of Southwestern Ohio (COA) is a nonprofit organization dedicated to enhancing quality of life for older adults, people with disabilities, their families and caregivers. We promote choice, independence, dignity and well-being through a range of services that help people remain in their homes for as long as possible.

COA is a state-designated Area Agency on Aging, serving a 21-county region. One call to COA links people to the wide variety of agencies, information and programs that serve older adults and people with disabilities.

COA has more than 300 employees, more than 100 contracted providers, and an annual budget of over \$77 million.

*Our mission: Enhance lives by assisting people to remain independent through a range of quality services.*

### **COA Offers:**

- Competitive benefits package
- Flexible hours
- Opportunities for professional development
- Opportunities to advocate and participate in community events for the elderly and disabled population.
- Casual work environment except when visiting clients or vendors
- Health, dental and vision care
- Health and fitness opportunities at the Springdale Community Center through our Business Membership Discount
- Health savings account
- Nine paid holidays each calendar year
- Paid time off
- Pension plan
- Pet Insurance
- Tax sheltered annuities

### **Position Description** (Full job description available upon request):

Collects, analyzes, and interprets data for purposes of clinical compliance, risk mitigation, and utilization management for COA. Determines the best ways to measure quality, compliance and performance. Reassesses ongoing performance according to department standards.

### **Essential Job Functions:**

- Collects, reviews, and analyzes data to assess organizational performance across the agency to ensure employees meet department standards and funder requirements. For example:
  - The analyst will conduct randomized regular chart reviews for all COA program areas, staff positions, and contracted care management organizations in Butler and Warren

Counties to ensure the standards set by governing authorities are met and COA is in compliance.

- Performs chart reviews in response to major, unusual incidents to identify any performance or quality issues.
- Develops, plans and leads department and focused reviews. This includes designing the review, creating review tools, establishing timelines, assigning reviews, securing department manager or senior leader support, performing data analysis and presenting final report.
- Provides informational sessions related to performance management/ monitoring tools and processes.
- Develop and present audit findings, recommendations, proposals, reports and analysis; both written and oral.
- Identifies metrics to reassess performance.
- Confers with managers and other key staff members regarding procedural issues, policies, procedures, and specific concerns related to clinical compliance, risk mitigation and service utilization.
- Works with department managers and other key staff members to ensure clinical compliance and accountability with procedures, clinical protocols, and documentation.
- Assist with development of corrective action plans, as appropriate.
- Assists in identifying quality metrics for assessing performance). Assists in determining how issues of greatest impact may be measured based using available data sources.
- Prepares reports on findings according to department standards for department managers, VP's and other key staff. Tailors reports as needed to fit a wide variety of audiences.

**Qualification Requirements:**

- Bachelor's Degree in social work or nursing, as well as licensure as a LSW, LISW and/or RN.
- Proficiency in Microsoft Word, Excel, and PowerPoint and the ability to learn new software applications as needed.
- A valid driver's license and reliable transportation.

**Pay Band:** Minimum \$23.70 per hour (pay based upon experience and education)

Please apply through our website  
[www.help4seniors.org](http://www.help4seniors.org)