

Job Announcement: Quality Improvement Associate

Smoke Free Lung Health Program A Joint Program of the Cook County Bureau of Health Services and Respiratory Health Association of Metropolitan Chicago

Overview: Excellent job opportunity for a highly motivated individual to implement an evaluation of a community and clinical based lung health program. The evaluation will be based on a continuous quality improvement (CQI) model, with frequent assessments followed by program adjustments, and periodic dissemination. This individual will be hired by Respiratory Health Association of Metropolitan Chicago (RHAMC) to work for the Cook County Bureau of Health Services (CCBHS) Smoke Free Lung Health Program, which provides asthma education and smoking cessation services to adults and youth in Cook County.

Job Title: Quality Improvement Associate (Full-time)

Reports To: Program Manager

Project Duration: 5 year funded project term (Please note: This employment is at will; opportunity for future employment dependent on funding status and job performance).

Starting Salary: \$32,000-40,000 (based on experience); plus benefits

Starting Date: June 2008

Closing Date: May 14, 2008

Responsibilities:

- Assist in the design of evaluation protocols for the asthma education and smoking cessation components of the program;
- Assist in the design of evaluation tools and other materials necessary for the completion of the evaluation;
- Assist in dissemination activities of evaluation findings in various community and clinical settings;
- Conduct clinical visits, home visits, and in-person and telephone interviews with key stakeholders, program staff, and participants;
- Collect the data to be used in the evaluation (e.g., program performance variables, participant characteristics; and data from program staff, health bureau electronic databases, and the Illinois Tobacco Quitline);
- Implement the data management plan of the program's database consultant and Physician Leadership team, which includes managing computerized database;
- Perform data cleaning and management of data bases, and maintain program evaluation records;
- Develop reports for the physician leadership using descriptive statistics and;
- Monitor program performance, prepare key findings and present at regular meetings to the Physician Leadership team.

Minimum Requirements:

- Bachelor's degree required; Master's degree preferred.
- Must have demonstrated proficiency in computer applications such as ACCESS and Microsoft Office.
- Excellent organizational skills; keen attention to detail is required.
- Proven skills in database troubleshooting, database cleaning and management.
- Data analysis skills: descriptive statistics required. Demonstrated proficiency for bivariate analyses (e.g., chi square, students t test, and non-parametric techniques) and qualitative skills for analyzing interviews preferred.
- Ability to work independently and maintain HIPAA compliance with confidential information. Must pass human subjects ethics training at Stroger Hospital.
- Familiarity with medical terminology and experience in healthcare preferred.
- Excellent communication skills – the person in this position will interact regularly with program participants, Illinois Tobacco Quitline staff, Community Health Workers and Tobacco Health Educators, clinicians, and administrators/managers.

To Apply:

Send resume and a brief cover letter electronically to:

Christine Godwin, Program Coordinator at cgodwin@lungchicago.org

The mission of RHAMC is to fight lung disease and promote healthy lungs through research, advocacy and community based education. RHAMC is fully committed to equal opportunity in employment in accordance with all applicable laws and regulations. RHAMC is an Equal Opportunity and Affirmative Action employer. The Association does not hire persons who smoke, and forbids smoking in the workplace.