JOB TITLE: IMMUNIZATION TASK LEAD

LOCATION: Georgia

POSITION SUMMARY: Immunization Task Lead is responsible for coordinating and supporting CMS task specific initiatives and deliverables for Alliant Quality, the QIN – QIO for Georgia.

RESPONSIBILITIES:
- Collaborate, assess and develop strategy to improve immunization tracking and documentation utilizing quality improvement methodologies;
- Support the recruited practices to ensure documentation of immunization of Medicare beneficiaries’ immunization status;
- Develop and create reports and summaries with special focus on reducing immunization health care disparities;
- Advise and collaborate with state and community based immunization coalitions
- Lead internal QIN – QIO team to recruit providers, support physician office quality improvement activities to reduce immunization disparities, design the learning and action network for education to increase overall immunization rates; and
- Other tasks and responsibilities as assigned.

MINIMUM QUALIFICATIONS:
- Bachelor’s degree in public health, social work, nursing or related healthcare field with a Master’s in Public Health or certification in quality preferred.
- Five years of progressive management experience in community projects, developing relationships and partnering with a variety of staff including professionals, state and community coalitions and stakeholders (e.g., organizers, social workers, educators);
- Three or more years of experience in project management, managing people, project planning and/or coordination of daily activities, data analysis, constructive reporting, project management techniques and tools.

KNOWLEDGE, SKILLS AND ABILITIES:
- Demonstrated experience in healthcare Quality Improvement (QI) and the ability to motivate and lead a task team to provide quality services and deliverables in a timely manner, with experience within the specific task domain or healthcare setting is preferred;
- Knowledge, skills, and experience with critical-thinking, innovation, and problem-solving, recommending successful solutions, including the spread and implementation of such solutions for large scale change; excellent oral and written communication spanning from executives to general public;
- Intermediate to advanced knowledge and experience with Microsoft (MS) Office, including Outlook, Word, PowerPoint and Excel;
- Must have ability to travel statewide in Georgia.

Disclaimer: This information describes the general nature and level of work performed by employees in this job. The description is not designed to be a comprehensive inventory of duties, responsibilities and qualifications required of employees in the job. Employees may be asked to perform other duties as assigned.

Interested candidates may submit a resume and letter of interest to hr@gmcf.org or fax to (678) 527-3009.

Alliant Health Solutions is an Equal Opportunity Employer. In compliance with the ADA Amendments Act (ADAAA), should you have a disability and would like to request an accommodation in order to apply for a currently open position with Alliant Health Solutions, please send your salary requirements and resume to the contact information listed above. EEO Employer F/M/Veteran/Disabled