



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

JA26-007

QUALITY ASSURANCE COORDINATOR

Pyramid Lake Tribal Health Clinic, Nixon, NV
\$57,137.60 - \$63,024.00 Regular, Full-Time, Non-Exempt
Class Code: 356, Grade 19, Step 1-3; DOE

Date Posted: 02/09/2026

OPEN UNTIL FILLED

DEFINITION:

Designs, plans and implements a comprehensive quality assurance management and quality improvement program. The Quality Assurance (QA) Coordinator is responsible for overseeing the health Center's Quality Assurance and Improvement Program and Risk Management activities. The QA Coordinator will oversee all accreditation activities. Collects and analyzes a variety of data to assess the quality and appropriateness of care and treatment of patients and to provide oversight in the allocation and utilization of agency resources.

DUTIES & RESPONSIBILITIES:

Assist in developing strategies for the continuing development of the medical quality assurance activities. Plan, develop, and maintain a reporting system for quality of care measures and individual physician performance review findings.

Using Medical guidelines, monitor appropriateness and quality of care, identify problems, and recommend action necessary to meet mandated requirements.

Report review activities and findings through regularly scheduled reports which identify problems, corrective actions taken, trends, and patterns of care.

Interpret relevant accreditation standards for clinic-wide quality assurance program and recommend or formulate operational procedures.

Conduct special studies for accreditation and regulatory compliance by researching applicable Accreditation Association for Ambulatory Health Care (AAAHC), Federal, and State rules and regulations.

Plan, develop and maintain the utilization review data collection and reporting system.

Provide training to the clinic staff, ensuring staff understand policies, procedures and standards relevant to accreditation.

Select specific topics for review, i.e.- problem procedures, drugs, high volume cases, high risk cases and other factors.

Coordinate, consult, and provide technical assistance in the day-to-day Quality Assurance activities. Update clinic program's policy and procedure manuals and assess to see if they meet regulatory changes.

Assist the Medical Care Evaluation Committee (MCEC) by reviewing data from Health Center monitoring and evaluation process. Offer technical assistance in the proper interpretation of standards for accreditation.

Advise the Health Director on any problems related to the implementation and coordination of a Quality Assurance activity and accreditation status.

Oversee the safety program for the clinic and act as Safety Officer.

DUTIES AND RESPONSIBILITIES cont.:

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge and understanding of: laws, government regulations, executive orders, and institutional rules including federal and state clinic licensure and/or accreditation standards; clinic quality assurance principles and evaluation methodologies; clinic functions and operations; information and techniques needed to diagnose and treat human injuries, diseases, and deformities, including symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures; principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions; human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders; principles, practices and professional standards of medical records management, practice procedures and terminology.

Skilled in: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; using mathematics to solve problems; identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system; identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; using scientific rules and methods to solve problems.

Ability to: considering the relative costs and benefits of potential actions to choose the most appropriate one; give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times.

Must favorably pass a character background investigation.

Must possess a valid Nevada Driver's license and have reliable transportation.

REQUIRED EXPERIENCE & TRAINING:

Bachelor's Degree or greater in public health, life sciences, health administration or related field, or equivalent experience with two years of regulatory/clinical experience. Evidence of training in Continuous Quality Improvement principles is required.

Two year's experience in managing a quality assurance program is required. Five years of clinical management or professional liability claims management preferred. Experience in database management and systems development is preferred.

Must be familiar or worked within a Tribal Community in a clinical setting and demonstrate the ability to be culturally sensitive to the Native American population.

At least two (2) year's experience in the health field, either in regulatory and/or clinical setting.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1119. Also access the Human Resources Department Folder at plpt.nsn.us where you can obtain a application and job announcement.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.