



## **Position: Quality and Safety Coordinator**

### **POSITION SUMMARY**

Under the supervision of the Chief Quality Officer (CQO), the Quality and Safety Coordinator works to ensure high levels of safety and quality at Hidalgo Medical Services (HMS). The Quality and Safety Coordinator coordinates the infection prevention and control program at HMS, ensuring that HMS complies with local, state, and federal regulations, accrediting body requirements, and HMS CEO and Board of Directors approved policies and procedures.

### **POSITION ACCOUNTABILITIES**

1. Reviews, updates, and helps develop infection prevention and control (IPC) processes, procedures, and policies for compliance.
2. Monitors and reviews data related to IPC and safety practices, identifying opportunities for performance improvement.
3. Conducts ongoing surveillance of IPC and safety processes to ensure safe practices and compliance with HMS policies and procedures.
4. Conducts and leads periodic IPC and safety-related risk assessments.
5. Leads the Safety Committee and Infection Control Committee.
6. Participates in other HMS committees and provides guidance related to IPC, safety, and quality matters.
7. Under guidance from the CQO, coordinates various aspects of the HMS Quality Improvement program to ensure high levels of process and system performance.
8. Performs all other duties as assigned.

### **DESIRED QUALIFICATIONS**

1. Experience in infection prevention and control programs (1-2 years)
2. Expertise in data collection, data analysis, and report development
3. Expertise in Microsoft Office programs (e.g., Word, Excel, Outlook)

### **REQUIRED QUALIFICATIONS**

1. Bachelor's degree from an accredited university **and/or** two years of related experience
2. Licensed to practice as a Registered Nurse in New Mexico
3. Minimum of one year of experience working at a Federally Qualified Health Center
4. Must pass required background checks and drug screenings
5. Obtain Certification in Infection Control (CIC) within one year of employment
6. Demonstrated interest in rural and community health
7. Commitment to the highest ethical standards of the profession
8. Ability to maintain confidentiality and discretion as a rule
9. Ability to meet specified deadlines and manage time effectively
10. Exhibit skills in comprehending, interpreting, and completing delegated tasks efficiently

11. Self-starter; must have the ability to work independently and follow up on all work assignments given
12. Ability to multi-task, prioritize, and work under pressure without losing sight of objectives
13. Exemplarily organizational skills
14. Must be computer literate to maintain compliance with all documentation, tracking, and reporting standards and requirements
15. Professional communication and interpersonal skills (e.g., responding to all emails and correspondence in a timely manner, using professional language, and speaking professionally and compassionately to patients enrolled in care coordination)
16. Language requirement: English
17. Maintain current Basic Life Support (BLS) certification
18. Evidence of continuing education necessary to maintain license

**To Apply**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or dropped off or mailed to:

1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036