

**Central City Concern** is a non-profit social service and housing agency whose mission is to provide pathways to self-sufficiency through active intervention in homelessness. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees. As part of our policy and commitment to a drug and alcohol-free workplace we conduct post-offer, pre-employment drug screens.

## **JOB ANNOUNCEMENT**

**Title:** Clinical Auditor – 100%  
**Department:** Quality & Internal Auditing  
**Reports to:** Quality & Internal Auditing Manager  
**Represented:** No  
**Salary:** \$18.00 - \$22.00 per hour, Depending on Experience  
**Shift:** Monday through Friday, 8:00am to 5:00pm

**Summary:** The Quality and Internal Auditing program at Central City Concern is responsible for monitoring, reporting on, and supporting compliance and quality of services for a broad range of behavioral health and medical services, as well as employment, housing, and other support services. CCC is a Federally Qualified Health Center and is licensed by the state of Oregon and Multnomah County to provide mental health and substance abuse services. This position is a non-supervisory role but requires clinical oversight of treatment records and technical assistance to clinical programs. The Clinical Auditor will review records for compliance and quality, and provide feedback and support to program managers and clinical supervisors. This position will require regular travel within Portland city limits.

### **Essential Duties & Responsibilities:**

1. Assist in the ongoing maintenance and further development off the operational internal audit program in cooperation with program directors, managers, clinical supervisors, and others as required.
2. Audit treatment records for compliance with all applicable federal, state, and local laws, rules, and regulations, including HIPAA.
3. Review clinical documentation for quality of content and adherence to best practices.
4. Provide formal and informal reports of findings, including recommendations for improvement.
5. Serve as resource person for CCC programs and managers on regulatory compliance issues.
6. Keep current with laws and regulations of federal, state, local, and licensing bodies.
7. Demonstrate personal attentiveness, responsiveness, and prompt follow-up to all internal and external customers.

### **Description of Other Duties:**

1. Assist site-level peer reviewers with conducting internal audits.
2. Participate in professional development activities and required trainings.
3. Support other operational and auditing activities as assigned and attend internal and external meetings as assigned.
4. Perform other duties as assigned.

### **Skills & Abilities:**

1. Excellent communication skills are essential, including technical writing, interpersonal skills, and speaking to groups of employees.
2. Ability to display a non-judgmental attitude and show diplomacy and tact. Ability to work courteously and communicate effectively with clients, co-workers, program staff, and the public at large.

3. Ability to learn new skills.
4. Sufficient manual dexterity and physical ability to perform assigned tasks.
5. Ability to communicate clearly and concisely both orally and in writing.
6. Ability to manage time and meet deadlines.
7. Ability to maintain accurate records and necessary paperwork.
8. Ability to plan, co-ordinate, organize, train, and implement.
9. Ability to work with a wide range of constituencies in a diverse community.
10. Ability to manage time, work independently, and meet deadlines.

**Minimum Qualifications:**

1. Must qualify as a QMHP in the state of Oregon. Additional qualification as a CADC preferred.
2. Must have one of the following: graduate degree in psychology, social work, or behavioral science; graduate degree in recreational, art, or music therapy; bachelor's degree in nursing and licensed by the state of Oregon; or bachelor's degree in occupational therapy and licensed by the state of Oregon.
3. Experience working in a social services setting preferred.
4. Must have a working knowledge of mental health and substance abuse treatment.
5. Experience with quality and/or compliance auditing.
6. High level of computer literacy required.
7. Will be required to carry a cell phone for work use. Cell phone will be provided by Central City Concern.
8. Must possess a current drivers license, pass a DMV background check, be designated as an "acceptable" driver outlined in Central City Concern's Fleet Safety Policy, pass an initial drivers training and continued recertification training. If required to drive your own vehicle you must meet all requirements above and; have access to a vehicle & maintain vehicle insurance coverage of a minimum of \$100,000/\$300,000 personal auto liability coverage.
9. Sufficient manual dexterity and physical ability to perform duties.
10. If a recovering chemically dependent person, must be currently clean and sober.
11. Must pass pre employment drug screen, TB Test and background check.
12. Must be able to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects and climb stairs.
13. Must adhere to agency's policies, including but not limited to, non-discrimination, safety, drug and alcohol-free workplace, violence prevention and harassment-free workplace.
14. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliations, cultural backgrounds, life-styles, and sexual orientations and treat each individual with respect and dignity.

**APPLICATION PROCEDURE:**

Qualified applicants **must** submit a Central City Concern employment application to be considered for this position which can be obtained at **[www.centralcityconcern.org](http://www.centralcityconcern.org)**. Applicants may include a cover letter and resume. Apply by mail or fax (503-445-8089), or in person at Central City Concern, 232 NW Sixth Avenue, Portland, OR 97209. Application email: [jobs@cccconcern.org](mailto:jobs@cccconcern.org). Current CCC employees must submit an *Internal Employment Application*, available at the main office. More information at [www.centralcityconcern.org](http://www.centralcityconcern.org).

Date Open: 6-17-11

Date Closed: 7-12-11

**EQUAL OPPORTUNITY EMPLOYER**

Reference # 11-118