



Community Care Network

Rutland Mental Health Services & Rutland Community Programs

Community Care Network is looking for a Quality Improvement Analyst to join our team!

Community Care Network is comprised of Rutland Mental Health Services and Rutland Community Programs. Our mission is to enhance the well-being of our communities, individuals and families through responsive, innovative and collaborative human service

About the Role:

The Quality Improvement Analyst supports the organization's efforts to enhance care through quality initiatives in behavioral health and developmental services. This role contributes to improving service delivery through data analysis, process improvement, and policy development. The Analyst collaborates with internal and external teams to strengthen service integration, promote community inclusion, and drive positive outcomes.

Principal Responsibilities:

Data Collection, Analysis, and Reporting

- Collect, analyze, and report data related to critical events, care coordination, and integrated healthcare initiatives.
- Provide insights to evaluate program performance and support quality improvement efforts.
- Ensure accurate and timely reporting of Key Performance Indicators (KPIs), including CCBHC Quality Measures.
- Create clear data visualizations and reports to support decision-making.
- Interpret technical requirements, resolve data issues, and ensure data accuracy through testing.
- Maintain compliance with state and federal reporting requirements (e.g., Medicaid, SAMHSA).
- Use trend and predictive analysis to inform proactive improvements.
- Help maintain dashboards for real-time monitoring of program outcomes.

Process and Quality Improvement

- Develop and implement workflows that support data-driven decisions and operational efficiency.
- Provide training and guidance on quality standards, data management, and population health.

- Support improvement planning, including timelines and deliverables.
- Incorporate person- and family-centered practices through outcome evaluation and feedback.
- Standardize procedures for consistent data collection and reporting.
- Apply quality improvement methodologies to improve performance.
- Conduct root cause analyses and recommend targeted solutions.
- Partner with clinical and administrative teams to improve service delivery and outcomes.
- Monitor adherence to clinical guidelines and evidence-based practices.
- Stay current on best practices in behavioral health quality improvement.

Collaboration and Support

- Participate in and support committees and workgroups focused on quality initiatives.
- Align data-driven strategies with organizational goals across programs.
- Support grant reporting and program evaluation with data analysis.
- Assist with additional duties as needed.

Qualifications:

- Bachelor's degree in Data Science or Health-Related field
- At least 2 years of relevant experience in healthcare, public health, human services, data analysis, or project management.
- Experience with qualitative and quantitative research methods preferred.
- Strong organizational, communication, and project management skills.
- Ability to work collaboratively and meet deadlines.
- Proficiency in data analysis, reporting, and visualization tools.
- Experience with data software (e.g., Excel, PowerPoint).
- Knowledge of project management and data validation techniques.
- Ability to develop and implement solutions from concept to execution.
- Must have a valid driver's license, reliable transportation with personal automobile liability insurance coverage at or above the levels mandated by the State of Vermont.
- *Successful completion of a criminal history background check after hire.

Benefits:

- Competitive Salary - \$75,500 - \$86,800
- Comprehensive Benefit Package
 - o 401(k)
 - o 401(k) matching
 - o Dental insurance
 - o Employee assistance program
 - o Flexible schedule
 - o Flexible spending account

- o Health insurance
- o Health savings account
- o Life insurance
- o Paid time off
- o Professional development assistance
- o Retirement plan
- o Tuition reimbursement
- o Vision insurance
- Career Training and Development

Our work is guided by our core values of Trust, Accountability, Respect, Cultural Competence, Person-Centered, and Continuous Learning and Growth.

CCN is an Equal Opportunity Employer.