

# Accreditation Coordinator

**ORGANIZATIONAL APPOINTMENT:** Health Commissioner's Office, Philadelphia Department of Public Health.

**NUMBER OF POSITIONS:** 1

**GENERAL POSITION DESCRIPTION:** The Accreditation Coordinator will manage the Philadelphia Department of Public Health's (PDPH) process for developing and submitting an application for public health accreditation to the Public Health Accreditation Board (PHAB). This position will report to the Deputy Health Commissioner for Administration and will coordinate accreditation activities with the Director of Policy and Planning, the Chief of Staff, and the Director of Performance Management.

Public health department accreditation is defined as the development of a set of standards; a process to measure performance against those standards; and reward or recognition for meeting the standards. PHAB's public health department accreditation process seeks to advance quality and performance within public health departments. Accreditation standards define the expectations for all public health departments that seek to become accredited. National public health department accreditation has been developed because of the desire to improve service, value, and accountability to stakeholders.

Accreditation provides a means for a department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with the community. The process is one that will challenge the health department to think about what business it does and how it does that business. It will encourage and stimulate quality and performance improvement in the health department. It will also stimulate greater accountability and transparency.

Accreditation documents the capacity of the public health department to deliver the three core functions of public health and the Ten Essential Public Health Services. Thus, accreditation gives reasonable assurance of the range of public health services a department should provide. Accreditation declares that the health department has an appropriate mission and purpose and can demonstrate that it will continue to accomplish its mission and purpose.

## **SPECIFIC ACTIVITIES:**

- Review and become PDPH's expert on PHAB accreditation standards, measures, and required documentation.
- Develop detailed timeline/workplan for achieving accreditation.
- Assess PDPH readiness for accreditation based on PHAB standards and compare to preliminary assessment.
- Identify deficiencies based the readiness assessment; and develop and implement plan for addressing these deficiencies with Departmental leadership.
- Collect and track all documents that substantiate accreditation standards and measures.
- Coordinate with the Director of Policy and Planning, CHIP Coordinator, Health Commissioner, Chief of Staff and Director of Performance Management to ensure planning elements of accreditation are being met.

## **REQUIRED QUALIFICATIONS**

- Completion of a Master's Degree in Public Health, Public Administration, Public Policy, Business Administration, or a related field.
- At least 3 years of experience managing a project or program, preferably within public health.
- Demonstrated ability to work with a diverse group of professionals; manage timelines; and achieve great attention to detail.
- Superior writing skills and ability to organize written communication to public and private partners.

### **OR**

Any equivalent combination of education and experience determined to be acceptable by the Department of Public Health.

## **RESIDENCE REQUIREMENT**

- The employee must establish a bona fide residence in Philadelphia within six (6) months of appointment, and must thereafter maintain bona fide residence in Philadelphia.

## **SALARY**

- Salary range is \$55,000 - \$65,000 and is commensurate with experience.
- This is a temporary position with approved grant funding until September 30, 2013.

**QUALIFIED APPLICANTS:** If you are interested in applying for this position, please send a cover letter and resume to Human Resources Administrator at: [cityhealthjobs@phila.gov](mailto:cityhealthjobs@phila.gov).