



Risk Management Coordinator - Job Description

The Risk Management Coordinator is responsible for developing, implementing, and maintaining HSFC's risk management and patient safety programs. This role ensures compliance with federal and state regulations, identifies potential risks, and develops strategies to minimize liability and enhance clinic operations.

Key Responsibilities:

1. Risk Assessment & Mitigation

- Conduct regular risk assessments to identify potential hazards and vulnerabilities.
- Develop action plans to mitigate risks related to patient care, clinic operations, and regulatory compliance.
- Monitor and update risk management policies and procedures.

2. Incident Reporting & Investigation

- Oversee the clinic's incident reporting system, ensuring timely and accurate documentation of events.
- Investigate incidents, near misses, and complaints to determine root causes and recommend corrective actions.
- Maintain records of risk-related issues and follow up on resolution efforts.

3. Staff Training & Education

- Develop and implement risk management training programs for clinic staff and volunteers.
- Coordinate training sessions on confidentiality, HIPAA compliance, and workplace safety.

Qualifications & Skills:

- Bachelor's degree in healthcare related field.
- Strong analytical, problem-solving, and organizational skills.
- Excellent communication and training abilities.
- Ability to handle sensitive information with confidentiality and discretion.