



Job Title:	Accreditation Specialist
Department:	Program Operations
Supervisor:	Senior Director of Accreditation and Recognition/Assistant Director of Accreditation and Recognition
Employment Status:	Regular, Full-time
FLSA Status:	Exempt
Supervision:	none
Location:	Remote
Travel:	40%
Hiring Salary Range	\$69,000 to \$85,000

Interested applicants should submit their resume and cover letter to resume@hri-online.com to be considered.

Introduction:

The mission of the Public Health Accreditation Board (PHAB) is to advance and transform public health practice by championing performance improvement, strong infrastructure, and innovation. PHAB is the accrediting body for the national public health department accreditation program for Tribal, state, local, territorial, and army governmental public health departments. Accreditation provides a means for a public health department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with members of the community. PHAB is also launching the Pathways Recognition program for health departments not yet ready for accreditation, which assesses health departments on a subset of the accreditation measures.

Position Summary:

Accreditation Specialists manage the progress of selected health department applicants through the accreditation or Pathways process, which includes reviewing materials and documentation submitted online, coordinating logistics, serving as a technical resource, attending site visits across the country, and communicating between key stakeholders. Accreditation Specialists work extensively with employees from Tribal, local, state, and territorial public health departments to provide technical assistance as the health departments move through the accreditation process. They also work closely with public health professionals that have been trained as volunteer reviewers for the accreditation process. The Accreditation Specialist is part of the review team and is responsible for ensuring that the reviews and reports are accurate and clear.

The accreditation process is managed through an online information system called e-PHAB. Accreditation specialists will be trained on how to use e-PHAB and must be familiar with and comfortable using computers daily.

The Accreditation Specialist may also be involved with special projects or support of other PHAB functions, depending on the number of health departments in the system and the

workload of health departments seeking accreditation. The Accreditation Specialist may also be assigned to perform duties related to special accreditation modules or services.

This position reports directly to the Senior Director of Accreditation and Recognition or Assistant Director of Accreditation (TBD upon hire) and works collaboratively as a team member with other Accreditation Specialists and the Program team in handling the technical review and logistical aspects of the accreditation process.

The Accreditation Specialist is a member of the Program Operations Unit.

Position Responsibilities:

- Use e-PHAB daily to check alerts, respond to technical assistance requests, send correspondence, and review and approve applicant materials submitted online;
- Manage all aspects of the PHAB accreditation or Pathways process online and track the progress of assigned health department applicants through the documentation selection and submission, site visit, site visit reports, annual reports, and reaccreditation steps;
 - Coordinate with other Accreditation Specialists to ensure a consistent, accurate, and prompt flow of information between the health department applicant sites, site visitors, and other PHAB staff, as appropriate;
 - Provide technical assistance to health departments as they go through the initial and reaccreditation accreditation process or Pathways;
 - Provide access to e-PHAB and guidance on using the online information system to approved health department applicant sites;
 - Review Readiness Assessments and provide feedback to health departments;
 - Conduct reviews of submitted applicant documentation, including assessing documentation against the PHAB Standards and Measures and drafting the Site Visit Report;
 - Support Site Visit Teams of public health professionals;
 - Assist in coordinating site visit logistics and participating in both in-person and virtual site visits;
 - Lead communications between assigned health department applicants and Site Visit Teams;
 - Edit site visit reports for content, style, and accuracy;
 - Monitor ACAR progress for successful implementation, review ACAR documentation, and develop ACAR Reports with the Site Visit Team;
 - Provide technical assistance to health departments between accreditation cycles.
- Serve as an accreditation resource to the PHAB staff and external stakeholders;
- Coordinate with the Accreditation Specialist team and the Director of Accreditation to ensure technical and program aspects of the accreditation process are congruent and ensure protocols/procedures are followed;
- Coordinate with the Program Team concerning Site Visitors and their assignments;
- Complete evaluations of Site Visitors and the Site Visit process;
- Assist in revising and developing new templates, guides, handbooks, FAQs, webinars, and other materials related to technical assistance and education for health departments;
- Utilize and assist in revising and developing internal templates, manuals, and trainings;

- Identify areas for improvement in the accreditation process, internal and external communication, and materials based on experiences and observations;
- Engage in continuous quality improvement activities (CQI);
- Provide staff support on special projects, for example, development or revision of program standards and measures, research concerning other accreditation organizations' practices, development or revision of elements of the PHAB accreditation or Pathways process, or the development of e-PHAB modules;
- Represent PHAB in meetings, conference calls, and other activities, as assigned.

Knowledge and Skills Required:

- Advanced degree in public health or related field is required;
- Experience working in a public health department or significant experience working with public health departments is required;
- Knowledge of the PHAB Standards and Measures, the PHAB Accreditation Process, and the 10 EPHS is required;
- Experience in project coordination and management is required;
- Accreditation or non-profit/national organization experience preferred;
- Excellent interpersonal, communication, customer-service, and organization skills;
- Excellent ability to work with and support small working groups of professionals;
- Ability to work independently and be self-directed and self-motivated;
- Excellent ability to handle multiple projects and organize materials and people to achieve outcomes within tight timelines;
- Ability to think strategically and translate concepts into programs and products.
- Proven excellent writing and editing skills;
- Ability to review large amounts of material and provide attention to detail;
- Skilled in the use of technology to manage projects and communicate with diverse audiences;
- Demonstrated experience working collaboratively with peers in a team-oriented environment;
- Adept at working with and meeting the needs of senior management;
- Ability to travel regularly.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

PHAB is committed to diversity, equity, inclusion, and antiracism (IDEA) and is engaged in intentional efforts to advance IDEA as an organization. We are committed to creating inclusive and equitable spaces that reflect our values and culture as an organization and to ensure our employees have the most positive experience as a part of PHAB.

HYBRID EMPLOYER ENVIRONMENT: The Public Health Accreditation Board's staff currently work in a hybrid office environment. At the time of hiring, staff members are asked to elect if they will primarily work from an office in their home or in the headquarters office (currently in Alexandria, VA.) If they elect to work from a home office, they must agree to maintain a professional working environment with

a dedicated workspace, including high-speed internet access. All staff are required to participate in in-person staff meetings that occur currently on a semi-annual basis for up to 5 consecutive days. These in-person staff meetings may be increased to a quarterly basis, as determined by management. Travel and related expenses for these meetings will be paid for by the employer.

VACCINATION: PHAB recommends but does not require its staff, volunteers, interns, fellows, assignees, and meeting attendees be up to date with an FDA-approved COVID-19 vaccination series, including boosters. Other risk-mitigation measures, such as wearing masks in our offices or in meeting settings are also optional.

EEO STATEMENT: PHAB is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.