

POSITION: Quality Improvement Specialist
REPORTS TO: QI/HR Director
POSTING DATE: July 9, 2018
EXPIRATION DATE: July 16, 2018
SALARY RANGE: Negotiable Based on Experience

GENERAL POSITION DESCRIPTION:

The Quality Improvement Specialist will work with the QI/HR Director and be responsible for the quality improvement process, which includes COA accreditation, state licensing reviews, monthly file reviews and other review processes.

PRINCIPAL RESPONSIBILITIES:

- Plan, develop and implement the Quality Improvement program within the Agency and participate in the PQI MIN through the Federation
- Collect and compile statistical quality data
- Analyze data to identify areas for improvement
- Monitor and prepare reports to communicate outcomes of quality activities, including monitoring and tracking data elements and KPI's
- Identify training needs, develop training calendar and coordinate training interventions to meet quality standards for both staff and families
- Develop a case review tracking tool and oversee the monthly case file reviews
- Tracks, analyzes and report on all the agency incident reports
- Coordinate the accreditation process, external reviews and facilitate the monthly Management/QI Meetings
- Assist with the update and maintenance of the Agency Manuals and COA Master Books, both electronically and hard copies

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university with a major in Human Resources or one of the social sciences.
- Experience in quality improvement or in a private non-profit child welfare agency with the ability and willingness to learn unfamiliar functions
- Excellent administrative, written and oral communication skills;
- Excellent organizational skills, detail oriented, with the ability to handle multiple priorities.
- Strong interpersonal skills; must work well with management, coworkers, clients, vendors, and the general public.
- Demonstrated ability to work individually as well as part of a team.
- Ability to use common computer software, such as word processing, spreadsheet, data base.

If interested in this position, please submit a resume and cover letter to QI/HR Director

SPAULDING IS AN EQUAL OPPORTUNITY EMPLOYER