

COALITION FOR HISPANIC FAMILY SERVICES

Job Posting

Job Title: QA/ QI Monitor/Compliance Worker
Department: Quality Assurance
Date Available: Immediately
Date Posting: 06/03/2019
Deadline to Apply: Open Until Filled

To apply: Submit a resume and cover letter with qualifications to Hector L. Berrios, Director of Quality Assurance at hberrios@hispanicfamilyservicesny.org.

QUALIFICATIONS:

Candidate must have at least a Bachelor's Degree with (5) years of experience in child welfare services with familiarity of child welfare policies and regulations. In addition, must have experience in assessment of case record reviews, data analysis, program audits and implementation of surveys. Strong assessment skills, Good human relation skills, demonstrate assertiveness, reliable and self-starter are essential. Strong computer and organizational skills is a requisite. Excellent written and oral skills are required familiarity with computers and software programs such as Connections, Evolv, Excel and Outlook.

Reports Relationships: Director OF Quality Assurance/Quality Improvement
Working Relationship with all FFC & TFFC Programs.
Participate in Social Work Training and Activities

Major Responsibilities:

1. Responsible for understanding ACS policy and procedures in regards to Child Welfare. Insure that ACS requirements, Scorecard are met specifically, but not limited to PAMS
2. Responsible for understanding all internal and external policies, rules and regulations related to the various types of audits and surveys. This individual in conjunction with the Supervisor serves as a resource to the foster care and preventive staff.
3. Responsible for conducting reviews as part of CoQI plan developed during IPS (Improvement Planning Session) in collaboration with our partners at ACS-APA.
4. Responsible for responding to Alerts and past practice concerns during PAMS reviews and work on PAMS Rebuttal process in collaboration with the QA/QI Supervisor and Director.

5. Conduct quarterly reviews across all FBH programs, to determine quality of progress notes, follow-up of service plans and monitor sound best practices.
6. Preparation and monitoring of agency-wide corrective action plans in conjunction with the QA Supervisor and QA Director related to external audits and evaluations.
7. To be familiar with, prepare for and review outcomes/indicators in regards to family reunification, adoption, KinGAP, discharges via PYA. Prepare statistical reports and summaries when necessary.
8. Define trends based on record reviews and work with various committees to develop outcomes and ensure activities are in compliance.
9. Attend all internal and off-site QI meetings, workshops and conferences.
10. Follow up with programs in regards to defiance's and ensure corrective action plans are completed.
11. Conduct reviews of Supervisory notes by unit supervisors
12. Conduct Foster Parent Surveys and report findings, when necessary.
13. Serve as the ICPC Liaison.
14. Serve as LTS Liaison
15. Serve as KinGap Liaison
16. Serve as Immigration Liaison