

Tri-County Aging Consortium

EXTERNAL JOB POSTING BULLETIN

Job Requisition Number	Posting Date	Due Date	Pay
060518	June 8, 2018	Until Filled	Grade 10, Step 1 \$17.7508/hr \$18,461/ annually
Job Title Quality Assistant			
Location Main Office			

General responsibilities: Under the direction of the Quality Specialist will focus on contract compliance for MI Choice Waiver (Project Choices), a long-term care system designed to serve the elderly and persons with disabilities who are at-risk of entering a nursing home.

Essential job functions: (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.)

1. Conducts chart reviews for accuracy, appropriate documentation and timeliness of data to meet compliance guidelines with an emphasis on Person Centered Planning.
2. Responsible for the compilation, preparation and maintenance of various reports, spreadsheets and databases.
3. Assists Quality Specialist in preparing for the Clinical Quality Assurance Review (CQAR) and Administrative Quality Assurance Review (AQAR).
4. Conducts various audits for MI Choice Waiver clients and ensure eligibility requirements are met through the Nursing Facility Level of Care Determination (NFLOCD).
5. Communicate compliance audit results to appropriate staff.
6. Examples of essential job functions listed do not include all tasks which may be required for this position. Duties and responsibilities may be added, deleted or modified at any time.

Knowledge, skills & abilities:

1. Commitment to the organization's missions and goals.
2. Computer skills sufficient to learn specific departmental software programs.
3. Ability to compile and compare data using a variety of computer software (MS Office/Word/Excel and Outlook).
4. Ability to understand MI Choice standards.
5. Ability to be detail oriented.
6. Ability to maintain confidential information regarding all aspects of client, volunteer, employee and agency information.
7. Ability to work independently or as part of a team.
8. Ability to communicate effectively and establish good relationships with staff, clients, volunteers and vendors.
9. Ability to represent the Agency in a professional manner.
10. Must be able to adjust priorities to meet deadlines in a timely manner.
11. Must have excellent verbal and writing skills.
12. Must have excellent organizational skills.
13. Ability to meet department standards with regard to job knowledge, client focus, initiative, productivity, communication, teamwork and attendance

Requirements:

1. Associates Degree in Human Services or related field is required. Bachelor's Degree preferred.
2. A minimum of one year experience in the field of aging and/or disability is required.
3. One year of experience conducting quality activities is preferred.

Work conditions:

1. The work environment varies. When in the office, safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required. When traveling to or spending time at residential or medical facilities, exposure to unusual elements such as smoke, unpleasant odors, loud noises and extreme temperatures increases.
2. Physical mobility is required for sitting, walking, standing, bending and lifting/holding/carrying objects of up to 20 pounds. Must be able to move around in multiple locations with varying physical environments & barriers. Must be able to drive. Ability to enter and access information using a computer. Must be able to communicate effectively with clients, co-workers and vendors in person and over the telephone.
3. Sensory requirements include exposure to varying temperatures, noise levels, environments and activities.
4. Mental requirements include the ability to handle varying and intense levels of stress.

Health Insurance Portability and Accountability Act (HIPAA)

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy & Security Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy & Security Rule that corresponds to their job duties. Training on the requirements of the HIPAA Privacy & Security Rule and the plan's health information policies and procedures under the direction of the plan privacy & security officer(s) is a prerequisite for this position. Employees who violate the requirements of the HIPAA Privacy & Security Rule will be subject to discipline up to and including termination.

Reports to: Quality Specialist

Work location: Lansing, MI

Work schedule: Monday – Friday, Part Time, 20 hours per week

Applicants must submit a resume, cover letter, college transcripts and Tri-County Office on Aging application by email to hr1@tcoa.org. You may also apply in person at Tri-County Office on Aging, 5303 S. Cedar, Suite 1, Lansing, MI 48911. Applications for TCOA positions may be found at <http://www.tcoa.org>

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