



Quality Assurance Specialist

Job Description

Work Location:	Broward Behavioral Health Coalition, Inc.
Position Reports To:	Director of Administration
Exempt / Non-Exempt Status:	Exempt
Position Status:	Full Time
Salary:	\$50,000 - 55,000 (Annually) + Benefits

Position Summary:

The Quality Assurance Specialist assists the Director of Administration and Quality Improvement Manager with developing and managing quality improvement initiatives that include evidence-based practice implementation, fidelity evaluation, data quality, and provider support. The Quality Assurance Specialist provides training, technical assistance and guidance to providers regarding performance outcomes, fidelity, and other continuous quality improvement initiatives, as needed.

General Duties and Responsibilities:

- Coordinates with staff and the Provider network on performance measures
- Assists in tracking, analysis and trending continuous quality improvement data, including weekly reviews of performance measures
- Assists with supporting Evidence Based initiatives
- Assists with Provider monitoring
- Reviews Providers' performance measures to ensure compliance
- Communicates with Providers regarding data/quality needs
- Provides technical assistance for Providers regarding performance measure data input
- Attends internal and additional system of care and community meetings, as required
- Manage assignments and any other assigned duties, given by the Director of Administration and Quality Improvement Manager
- Reviews Department of Children and Families Guidance Documents
- Attends meetings and/or training related to quality improvement and performance measure data

Experience, Competencies, and Education:

- Master's Degree in one of the Behavioral Health Field professions required
- Professional License in the Behavioral Health Field preferred
- Two Years of Experience in the Behavioral Health Field
- Knowledge of evidence-based practices, clinical assessment process, treatment planning, outcome measurement and quality management
- Experience writing reports and entering data into excel spreadsheets
- Experience with training, technical assistance, and implementation is preferred



Skills/Abilities/Competencies:

To perform the job successfully, an individual should demonstrate the following:

- Problem Solving – Identifies and resolves problems in a timely manner. Gathers appropriate and relevant information towards positive resolution.
- Oral Communication – Ability to communicate effectively with peers, consumers, management, and executive leadership. Excellent interpersonal and team building skills. Must be able to develop strong working relationships with providers and stakeholders throughout the county.
- Written Communication – Can fluently read and write in English. Able to capture salient points in writing, uses correct grammar, writes clearly and succinctly. Can interpret a variety of instructions furnished in written, oral diagram, or schedule form. Also, can draft routine reports and correspondence. Demonstrates accurateness and thoroughness in work tasks and monitors own work to ensure high level of quality.
- Reliable – Can be counted on to be punctual with an acceptable attendance record. Ability to travel throughout the community, as needed. Works independently, can prioritize tasks, and meet deadlines. Follows through on commitments.
- Professionalism – Approaches others in tactful, respectful manner, and works well under pressure. Accepts professional guidance and supervision and accepts responsibility for own actions.

Other Qualifications:

Good health as evidenced by acceptable pre-employment health screening, and ability to function effectively under stressful circumstances, with an acceptable attendance record.

Has a valid driver's license and acceptable driving record. Will consent to background screening processes as required by the State, based on holding this position of special trust to include fingerprint-based search of criminal records in Florida and nationally.

Please send resumes and cover letters to jobs@bbhcflorida.org.