Quality Assurance Analyst Job Description

Organization: Gang Alternative, Inc.

Job Title: Quality Assurance Analyst

Objective: To ensure that all policies and procedures written and implemented are in compliance with the agency's mission and contractual obligations.

Qualifications:

- Bachelor's degree in Public Health or a related field (Master's degree preferred)
- Minimum 3-5 years' experience
- Knowledge of Federal, State and accrediting body policies, procedures and best practices
- Ability to develop and maintain positive relationships with the community and other service providers
- Comfortable with public speaking and community interaction
- Ability to understand the complexities of Preventive/health care delivery systems in an urban setting
- Ability to work in diverse settings with populations of varying backgrounds
- Effective and consistent leadership abilities
- Grant writing, management and compliance experience preferred

Responsibilities:

- Develop (through coordination with the administration team), revise and guide the implementation of agency policies and procedures).
- Establishes and/or revises existing company policies and procedures necessary for successful implementation of the Quality Improvement (QI) Program.
- Assist in the development, implementation and maintenance of the Quality Management program.
- Audits and Assists in resolving deficiencies that impact the agency's compliance to regulatory and accreditation
- Assists in the preparation of grant proposals.
- Remain current in reference to HRSA accreditation standards.
- Maintain annual incorporation registration with the Secretary of State.
- Assist in the development of contracts and Memorandum of Understanding/Agreement.
- Develop and maintain relationships with key individuals and agencies in the community.
- Participate in the interviewing, selecting, hiring and orientation of new staff members.
- Continuously review and utilize client's satisfaction surveys to improve quality of service.
- Continuous improving process to meet standards and improve effectiveness of delivered services.

- Prepare presentations designed to promote Gang Alternative, Inc. programs as education content for area/regional/state forums.
- Participate in agency meetings, in-service trainings and workshops as deemed appropriate.
- All other duties as assigned.