

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Quality Assurance Specialist
Program:	Administration
FLSA Class:	Non-exempt
Position Accountable to:	Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	To audit/monitor programs on an ongoing basis to ensure quality standards.
Educational Requirements:	Bachelor's Degree
Experiential Requirements:	5 years relevant professional experience
Additional Training required	Fulfill requirements of Individual Staff Development Plan
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Provisional Employment Period	90 days.

Capabilities/Skills:

Able to organize, work collaboratively in team environments, work with a variety of different people and personality types and maintain high level of confidentiality.

Able to be reliable, responsible, organized, creative, flexible, and dependable.

Possess excellent verbal, written communication and computer skills.

Must successfully pass a pre-employment drug screening.

Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.

Must be eligible to meet requirements of the STARS career pathway.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s), as needed or requested.

Ability to engage effectively with the public and community.

Ability to lift various items such as magazine boxes, reams of paper, mail bags/boxes, office supply boxes and other items that need to be moved.

Essential Responsibilities:**Agency**

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep program director informed on all relevant matters.

Work effectively within a diverse environment.

Program

Respond to any inquiry and return messages within 2 business days.

Achieve maximum improvements in all program through document review, monitoring of data, auditing files, and development of assessment tools.

Support planning, implementing, and evaluating programs to ensure maximum effectiveness and efficiency.

Monitor RVCDS website on an ongoing basis for accuracy, consistency and overall appearance.

Observe a wide variety of program activities as needed to ensure guidelines are being met.

Maintain working knowledge of polices, guidelines, and requirements for each program.

Maintain RVCDS Facebook pages with current events, activities and information.

Create/update, send and compile annual evaluations and surveys using Survey Monkey.

Monitor all School Age Connections sites and Center based on CACFP guidelines using CACFP paperwork; monitor USDA forms for accuracy and completion.

Conduct Mission and Ethics training portion of Provisional Employee Orientation.

Draft quality assurance policies and procedures.

Document internal audits and other quality assurance activities.

Collect and compile statistical quality data.

Evaluate audit findings and recommend appropriate corrective actions.

Monitor risk management activities.

Assure ongoing compliance with quality and industry regulatory requirements.

Develop annual report.

Regular travel within assigned region.

Any other duties assigned by the Executive Director.

Signature

Date