



Job Description

Position: Quality Assurance Specialist

Reports To: The Director of Information Technology

Qualifications:

Very keen eye for detail

Good computer skills & no fear of technology

Madly organized

Capable writing skills

Discerning reading skills

Responsibilities:

1. Work as CTA and Affinity's liaison with DHHS to certify and/or license CTA and Affinity programs as required
2. Communicate the needs and/or necessary repairs for locations to the Property Management/Fleet Manager and ensuring the tasks are completed on schedule
3. Have a working knowledge of CTA's contractual obligations to both state and federal governments when it comes to documentation for people supported
4. Run routine sample daily/weekly/monthly/quarterly reports as needed using Therap, LearnUpon, SKED, and other platforms, to ensure compliance and good quality when it comes to data and documentation
5. Work with Program Directors, Coordinators, Managers, and Behavior Analysts to develop ongoing Quality Improvement Plans and processes for their documentation
6. Conduct quarterly visits to locations to assess their appearance, check for needed repairs, and ensure that The Settings Rule is being followed
7. Assist with training, password resets, and developing processes and instructions for the various technological platforms within both CTA and Affinity
8. Have a good working understanding of the current policies and procedures within both CTA and Affinity, and play an active role in revision of said policies and procedures when needed
9. Maintain monthly documentation for all locations including van inspections, fire drills, and staff meeting minutes
10. Act as a key member in preparation for the various audits and surveys that CTA and Affinity are periodically subject to by state and federal regulators
11. Have a working knowledge of Personal Outcome Measures, The Settings Rule, and the underlying philosophy that informs CTA's service provision
12. Other duties as assigned by the Director of Information Technology and/or CTA Management Corporation

SLACK @allisondudo if you're interested! External candidates, please email: allisond@ctasupports.com