Early Learning Coalition of Broward County, Inc.

Job Description

Position: Quality Assurance Specialist

Reports to: Quality Assurance Manager

FLSA Status: Non-Exempt Status

Position Status: Full-time

JOB SUMMARY: The Quality Assurance Specialist determines and ensures that the coalition is in compliance with statutory and contractual obligations, best practice, agency policy, and all other external and internal standards set forth by the coalition's funders, regulators, Board, Management and other stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibility of the job, the employee is expected to perform these and other job related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- Conduct monitoring for internal services, including completion of related reports.
- Provide technical assistance internally on rules, statues, laws, best practices, contractual requirements, etc.
- Maintain information related to deliverables and contractual requirements and notifies QA Manager of delays
- Analyze data and prepare reports as required.
- Assist the QA Manager in the preparation and timely submission of required OEL deliverables and reports.
- Perform related duties as required by the QA Manager or Chief Operations Officer
- Participate in preparing for any impending internal or external audit and notifies QA Manager of any potential issues.
- Prepare reports for compliance.
- Report any identified deficiencies and work with the appropriate department and/or QA Manager to address and correct the deficiency.
- Effectively communicate with the QA Manager and management within the agency when deficiencies are observed.
- Multi-task in a fast pace environment and provide accurate feedback to the QA Manager.
- Serve as a role model for co-workers who seek guidance from the Quality Assurance Team.
- Ensure timely submission of monthly and quarterly reports to management.
- Detailed knowledgeable of OEL rules and regulations to accurately complete reports and provide technical assistance.
- Competence in excel spreadsheets with ability to create and complete reports.
- Perform other duties that may be necessary to maintain the success of the coalition.

COMPETENCIES:
- Attention to detail and accuracy
- Ability to build strong relationships among stakeholders
- Analytical
- Communication Proficiency
- Strong organizational skills and project management
- Results focused
- Technical capacity
- Problem solving abilities
- Effective Time management skills

WORK ENVIRONMENT:
- This position operates in a professional office environment.
- This role uses commonly used applications that include: Advance computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E- mail, and current state data systems.

PHYSICAL DEMANDS:
- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.

POSITION TYPE AND EXPECTED HOURS OF WORK:
- This is a full-time position.
- The office hours of work are typically Monday through Friday, 8:30 am- 5 pm. This position may work nights, weekends and holidays. This position may regularly work longer hours.

REQUIRED EDUCATION AND EXPERIENCE:
- BA/BS degree in a related field.
- A minimum of two years' compliance, quality or monitoring related experience or equivalent combination of education and experience.
- Advanced computer skills to include MS Outlook, Word, PowerPoint and Excel.

ADDITIONAL REQUIREMENTS:

Background Checks
Employment in this position is contingent upon obtaining and maintaining satisfactory:
- Level II background check
- Drug test
- E-verify
- Educational verification

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY