

Quality Assurance/Risk Management Coordinator
Community Extended Care
CEC Office - Wytheville
Position # CEC0010

Community Extended Care Services is seeking a highly qualified QA/Risk Management Coordinator for ID Services. This position will provide technical assistance to all CEC ID program supervisors. Applicants must have a broad knowledge of ID Medicaid Waiver and licensure regulations along with advanced skills in person-centered planning. This position is responsible for completing scheduled and unscheduled reviews of service records and provides feedback and/or training to supervisors and direct care staff. Additionally, this position oversees the health and safety program for CEC including reviewing Critical Incident Reports and Accident Reports, follow-up with program supervisors, document recommendations to avoid future incidents and develop and maintain a tracking system to ensure recommendations are implemented. Applicants must be able to work independently but also participate as a member of the CEC Leadership Team.

Qualifications: Bachelor's Degree in a human service field preferred or an equivalent of related education and experience with a minimum of five (5) years clinical experience working with individuals with intellectual disabilities. Effective written and oral communication skills required. Computer experience and skill required. Must be willing to travel within the catchment area.

SALARY RANGE: \$36,016 – \$59,623 (Level 14)

APPLICATION DEADLINE: March 5, 2012

Applications must be RECEIVED by the deadline in order to be accepted.

A Mount Rogers CSB application is required. Applications are available at all Mount Rogers sites in Smyth, Wythe, Bland, Carroll and Grayson Counties, the City of Galax or any local V.E.C. office, or by visiting www.mtrogerscsb.com. Return applications to Mount Rogers Community Services Board, 770 West Ridge Road, Wytheville, VA 24382. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.