



Director of Quality Assurance

KSI's Director of Quality Assurance position is a full-time position which reports to the Vice President of Operations. Office hours are Monday – Friday 8:00 a.m. – 4:00 p.m. This position is a Pay Grade 11 with a salary of \$80,000. KSI offers Health/Dental Insurance, 401 K with company match, company paid Accidental Life & Disability along with vacation and holiday pay. *RN's are encouraged to apply.*

General Information:

The Director of Quality Assurance has primary responsibility for compliance, quality assurance, safety and case record management under the direction of the Vice President of Operations.

Essential Functions:

The Director of Quality Assurance oversees and maintains a compliance program in accordance with funding standards which includes policy creation and revision, supervises Program Directors at the Milford Skill Development Center and the Southern Campus, Chairs the Case Record Review Committee, ensures compliance and adherence of programmatic procedures and standards, lead contact for all agency compliance reviews (DDDS annual audit, Ability One Audit, Active Participant in CARF reviews and Wellsky Administrator), provides direction, training and appropriate documentation to DSPs, Case Managers and Program Directors on documentation, quality and compliance standards, Vertex system administrator; maintains database, including programs and status for all participants, maintains Casework Manual with current procedures and provides training for staff on all updates/changes, maintains specific training and/or certifications applicable for the position. Training may include but is not limited to: New Employee Orientation, Emergency Procedures, Online Relias training, CPR/AED/First Aid, Mandt Training, Assistance with Medications and if needed 401(k) Retirement Plan Orientation.

Interactions:

Develops an effective working relationship with all KSI departments and staff; maintains contact with funding sources for regulatory compliance; coordinates/oversees applicable internal committees; assists as needed in coordination of tours with families, providers, and other agencies; serves as KSI liaison with outside agencies including DDDS, Managed Care Organizations, Nursing and Behavioral management agencies.

Skills and Abilities:

Must possess excellent written and oral communication skills; strong supervisory skills; the ability to work as part of a team; must be able to manage multiple priorities and make independent decisions; strong working knowledge of home and community-based services; experience working with diverse populations and individuals with disabilities.

QUALIFICATIONS: Bachelor's degree in Human Services or a related field preferred. A minimum of five years' experience working with adults who have disabilities; minimum of five years' experience in program administration and staff supervision; RN's must provide licensing information upon request; Must be able to pass a Criminal Background check, Adult Abuse Registry check and Child Abuse Registry check and Sex Offender Listing. Must have a valid Delaware driver's license with no more than two moving violations at time of hire.

**KSI, Inc. provides equal employment opportunities to all employees and applicants for employment
F/M/Veterans/Disabled/Sexual Orientation/Gender Identity**