

EPWORTH

Where Kids Find Strength

Job Title: Director of Quality
Job Classification: Officers and Managers (EEO Code 1.2)
Department: Administration
Reports To: Associate Executive Director
FLSA Status: Full Time/Salaried/Exempt
Prepared Date: 7/9/10

Purpose: The employee is responsible for overseeing agency continuous quality improvement (CQI) including identifying quality outcome definitions, data gathering and analysis and related quality improvement activities.

Essential Duties and Responsibilities include the following. Other duties as assigned or needed.

Serves as agency liaison with licensing and accrediting bodies including completing related reports and documentation and serving as JCAHO survey coordinator.

Work with development department and other agency departments to support grant writing and reports to funders.

Serve and/or facilitate agency wide committees and task forces as assigned.

Operate database and data tracking programs.

Responds to licensing requests and visits.

Generate and present client and agency outcome reports.

Generate annual quality report for board members.

Responsible for providing staff training related to continuous quality improvement.

Work with program directors and others to assist with data gathering and analysis.

Responsible for maintaining and implementing agency's CQI plan.

Supervisory Responsibilities: None.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Graduation from an accredited college or university with a Bachelor degree. Computer database management is necessary. Training and experience with CQI and/or accreditation is preferred.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals or government regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers and public groups. Ability to effectively present information to top management, public groups and/or boards of directors

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to deal with several abstract and concrete variables

Computer Skills: E-mail, Microsoft Word and Microsoft Excel.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear.

Work Environment: Most of the work for this position is performed under normal office conditions. The employee may need to travel from one location to another on an as needed basis.

Employee Signature

Date

Agency Signature

Date