

Quality Management Specialist

Posting Start Date: 9/11/2019

Posting End Date: 9/18/2019

If you are interested in applying for this position, please submit a cover letter and resume to **Jennifer Rossell**, JRossell@cnswfl.org

Please submit your resume by end of business (5:00 pm) Wednesday, Sept. 18, 2019

- Children's Network of Southwest Florida, LLC does not discriminate on the basis of age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ A bachelor's degree from an accredited college or university in psychology, social work, sociology or related human services degree.
 - ◆ Official transcripts are a mandatory requirement
- ◆ Certification as a Child Protection Specialist within one year of hire, unless exempted by Children's Network management.
- ◆ A minimum of two (2) years of experience in child welfare is preferred.

General Purpose of Position (Full job description will be provided upon interview)

1. Assist in the implementation of Quality Management system
2. Develop and implement System of Care (SOC) policies and procedures
3. Prepare and analyze monthly management and performance reports
4. Complete the State and Federal reporting process
5. Complete System of Care training programs
6. Identify System of Care needs and provide technical assistance to supply them
7. Deliver services that assure the safety, permanency, and well-being of children in the care of the Children's Network of Southwest Florida
8. Provide performance assessment and feedback at provider Team Meetings
9. Perform programmatic monitoring of contracts
10. Track and report incidents and complaints

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required
- Proof of insurance
- Driver's license check is required
- No special certification or registration is required for this position
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (local law enforcement and FBI/FDLE)
- Annual Tuberculosis testing is a requirement

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying