

FAMILY CARE NETWORK, INC. – JOB ANNOUNCEMENT



Quality Administrator

The Family Care Network, Inc. (FCNI), an equal opportunity employer, is currently recruiting to fill the position of Quality Administrator. The QA position is a key component in the agency's ongoing pursuit of Practice and Quality Improvement. The QA will be responsible for Continuous Quality Improvement Plan (CQI) implementation and monitoring; agencywide internal auditing and reporting, which include: EPSDT MediCal, accreditation, regulation compliance and program fidelity; and, benchmarking and outcomes management. The QA will manage agency policies and procedures. The QA will apply and promote FCNI's strength-based, solution-focused approach in the performance of duties, including FCNI team members in decisions and plans for practice and quality improvement, to enhance the agency's ability to achieve its mission.

FCNI is a progressive, dynamic organization that incorporates evidence-based, wraparound, culturally inclusive, positive youth development and best practices methods in all its programs. The agency is the Central Coast's largest private children's foster care and mental health services provider, with 160+ employees serving over 1,800 children & families per year in 17 unique programs. Excellent advancement opportunity.

INFORMATION:

- ✓ Full-time position, immediate opening in San Luis Obispo County, California
- ✓ Starting Salary: \$3,210 to \$5,070 monthly depending on experience and capabilities
- ✓ Benefits: health, dental, vision, life insurance, 12 days paid vacation per year to start & 12 paid holidays per year, 403(b) retirement plan.

QUALIFICATIONS:

- ✓ Quality Administrator shall:
 - ✓ Possess a Masters degree in a mental/behavioral health or social services discipline; or possess a Bachelors degree in mental/behavioral health or social services discipline with sufficient experience to demonstrate competency for the position.
 - ✓ Have a minimum of two years experience providing or participating in quality management, quality assurance, quality improvement or internal auditing activities
- ✓ Quality Administrator shall meet all state criminal record and health screening clearance requirements, and possess: a valid California driver's license; automobile insurance; and an acceptable DMV record
- ✓ Quality Administrator shall be well organized; have strong analytical skills; strong planning and organizational skills; ability to work independently as well as a team; and possess excellent verbal and written skills.
- ✓ Quality Administrator shall be proficient in computer skills, including: spreadsheets, word processing, data management, Outlook, Internet and all major Microsoft software and WordPerfect software.

BASIC DUTIES:

- ✓ Manage the agency's quality and practice improvement policies, practices and activities
- ✓ Assist in the development of and be responsible for implementing and monitoring the agency's annual Continuous Quality Improvement Plan (CQI) & Strategic Plan
- ✓ Participate in compiling performance data required under county contract, grant and benchmarking reporting requirements
- ✓ Be intimately knowledgeable of, and assist in developing and maintaining agency standards, policies and procedures; and oversee effective implementation and monitoring of same

CONTACT: jobs@fcni.org or to 3765 S Higuera St., Suite 100, SLO, CA 93401 or contact HR (805) 781-3535, ext 1506