



JOB OPENING:
Quality Assurance Specialist
Supervisor: Residential Manager

Qualifications:

Previous Experience – Employment in the Residential field of Developmental Disabilities.

Education – Bachelor’s Degree in related field preferred or five years of experience as a Residential Manager.

Certifications – must have or be willing to obtain First Aid, CPR, and DDD training.

Professional License – Knowledge of NJ Licensing standards as found in N.J.A.C. 10:44A.

Additional Requirements – Basic knowledge of community living arrangements, integration and normalization. Valid driver’s license with acceptable driving record. Knowledge of Quality Assurance preferred. Must be able to work a flexible schedule when required.

Job Summary:

The Quality Assurance Specialist utilizes quantitative methods to detect and prevent problems and to provide a basis for continuous improvement of the process in the residential department. Assist the program managers in developing and maintaining programs that meet licensing standards for DDD. Assure that proper documentation is maintained on any financial transactions made from a service recipients account. Act as a program manager when necessary due to vacancy in position.

Assure that each residential site meets all requirements of licensing and regulatory agencies, which impact the program. Cooperate with DDD staff, licensing staff and Department of Human Services during any investigation or inspection. Perform monthly maintenance checks on residential sites and complete paperwork. Perform bi-monthly interior and exterior inspections on each residential site and complete paperwork. Review ALL service recipients’ financial transactions. Hold QA meetings with Program Managers, Residential Asst. Program Director and Residential Program Director. Assume administrative on-call duties as assigned by residential Program Director.



JOB OPENING:
Assistant Group Home Manager
(Continued)

Benefits:
Medical, Dental, Life, and 403(b)

Location:
Occupational Training Center
215 W. White Horse Pike
Berlin NJ 08009

Contact:
In house applicants, please submit
resume to main office.

It is the policy of The Arc of Camden County, to provide equal employment opportunity to all people without regard to race, color, creed, sex, age, national origin, affectional or sexual orientation, marital status, armed forces eligibility, or disability.

The Arc of Camden County is fully committed to assuring opportunity and equal consideration to all applicants and employees in personnel matters including recruitment and hiring, training, promotion, salaries, and other compensation, transfer and layoff or termination.