

Mat-Su Services for Children and Adults, Inc.

5000 E. Shennum Drive
Wasilla, AK 99654
Phone 352-1200 Fax 352-1249

POSITION VACANCY
Quality Assurance Program Assistant
Full-time/Hourly

Supported Employment and Living Services (SELS) is a division of Mat-Su Services for Children and Adults, serving residents of the Mat-Su valley who experience developmental disabilities.

DESCRIPTION: Position Summary: Under the supervision of the Quality Assurance Department Manager, the Quality Assurance Program Assistant will provide program support services for the Quality Assurance Department Manager and Care Coordinators to include a variety of quality assurance and general office duties. Essential Responsibilities include monitoring agency progress toward timely submittal of Home and Community Based Waivers; providing Care Coordinators with clerical support; archiving/scanning consumer files; filing and performing other office duties as requested.

EMPLOYMENT BENEFITS:

Major Medical Insurance	Paid Sick Leave
Life Insurance	Jury Duty/Funeral/Personal Leave
Voluntary Dental Insurance	Professional Liability Insurance
Vacation Pay	Employee Assistance Program
Paid Holidays	

MINIMUM QUALIFICATIONS:

- High School diploma or its equivalent. An Associate's Degree in Computer Information and Office Systems or similar education/experience is strongly preferred.
- Two years general office experience or equivalent vocational/technical training. Two years of experience working in a human service agency, special education, or with people with disabilities is preferred.
- Computer knowledge and experience with a minimum typing speed of 40 wpm, with good accuracy and formatting skills.
- Highly developed oral and written communications skills required.
- Alaska driver's license
- Clear driving record.
- Clear Criminal History
- Current CPR certification
- Current TB test.

STARTING WAGE: \$10.00 to \$12.00 DOE
FINAL FILING DATE: March 9, 2010 at 4 pm.

Applications or Transfer Request forms and complete copies of the job description can be obtained at Mat-Su Services for Children and Adults, Inc. main office, 5000 East Shennum Drive, Wasilla, AK 99654 or email apply@mssca.org to request an application or transfer request.

Posted 3/02/10