



## Quality Assurance Manager

**DESCRIPTION:** Under the supervision of the Executive Director, the Quality Assurance Manager is responsible for assuring that services provided by MSSCA are in compliance with state and federal laws and regulations and the State of Alaska Senior and Disabilities' Conditions of Participation. This position will assure that services are consistent with the mission and values of MSSCA, as well as, evidenced based practices in the field of developmental disabilities. This position also serves as the agency Privacy Officer, who along with the Security Officer is responsible for assuring that the agency remains HIPAA compliant

### The Quality Assurance Manager will perform the following essential responsibilities:

1. Conduct quality assurance activities and report findings to individual Department Managers and the MSSCA Management Team.
2. Monitor consumer documentation systems and Medicaid billing for accuracy and compliance with Medicaid regulations and Senior and Disability Services (SDS) Conditions of Participation.
3. Serve as Therap Provider Administrator.
4. Serve as the MSSCA Privacy Officer.
5. Compile and organize documentation needed for audits and provider certification, while serving as agency liaison with Senior and Disability Services and their contractors regarding Quality Assurance and HCBW matters.
6. Monitor overall service provision throughout MSSCA in accordance with our Corporate Compliance Plan, to identify areas of regulatory noncompliance, quality of life concerns and/or procedural irregularities that impact upon the quality of services.
7. Coordinate and analyze annual consumer satisfaction surveys and other program evaluation projects.
8. Recommend and participate in the development of program practices to ensure the health and welfare of consumers and other practices in compliance with CMS (Centers for Medicaid and Medicare Services) and Senior and Disabilities Services Conditions of Participation and regulations.
9. Participate as an active member of the Management Team.
10. Prepare and submit QA reports in a timely manner.
11. Supervise and coordinate the activities of the Documentation Specialist, Records Specialist, the Intake and Waiver Specialist, and the File Clerk.
12. Perform duties in a manner that promotes health and safety.
13. Assist with other agency responsibilities as mutually agreed.

**HOURS OF WORK:** Full-Time, 40 hours per week, Mon-Fri 9 am-5 pm, exempt position

### EMPLOYMENT BENEFITS:

Paid Vacation Leave	Paid Sick Leave	Paid Holidays
Personal Leave	Employee Assistance Program	Agency paid Life Insurance
Dental Insurance Available	Major Medical Insurance	Jury Duty/Funeral/ Leave

### MINIMUM QUALIFICATIONS:

- **Education:** Bachelor's degree in Developmental Disabilities, Special Education, Human Services, Social Work, Psychology, Health Care Compliance or a related field.

Applications, transfer requests and complete copies of the job description can be obtained at the main office: Mat-Su Services for Children and Adults, Inc., 1225 W. Spruce Avenue, Wasilla, AK 99654. You may also apply for the position from the employment tab on our website at [www.mssca.org/apply](http://www.mssca.org/apply).

**Close Date:** Until Filled

- **Experience and Skills:** Five years' experience in the field of Mental Health, Developmental Disabilities, or Education, two years' experience supervising/training direct service staff and overseeing Medicaid and/or Medicaid waiver services including record keeping. Must have a working knowledge of SDSs Service Principles and best practices in service delivery for people with intellectual and developmental disabilities.
- **Licensure, Certification, Registrations and pre-hire requirements:** A current TB test, valid Alaska driver's license with five (5) years driving experience, and proof of automobile insurance must be submitted prior to employment. Successful candidates must submit to a criminal background check as required by state regulation which includes providing one clear fingerprint card before hire. Candidate must also provide three verifiable references.
- **Pre-hire requirements:**
  - A current TB test.
  - Valid Alaska driver's license.
  - Recent three (3) year driving record and proof of automobile insurance must be submitted prior to employment.
  - Successful candidates must submit to a criminal background check as required by state regulation which includes providing 1 clear fingerprint card before hire.
  - Candidate must provide a minimum of three verifiable references.

**MSSCA is an equal opportunity employer and we value diversity. All employment is decided on the basis of qualifications, merit and consumer need.**

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