



## ***Records Specialist***

**DESCRIPTION:** Under the direction of the Quality Assurance Manager, the Records Specialist will provide program support services for the Quality Assurance Department and MSSCA Management to include maintaining and quality assuring consumer records, maintaining and querying the consumer database, as well as a variety of general office duties.

### **The Records Specialist will perform the following essential responsibilities:**

- 1) Create, update, and assure that consumer records are complete, organized and stored securely.
- 2) Scan consumer records for archiving and create destruction logs of archived documentation.
- 3) Maintain the agency consumer database with accurate up to date information; create and update mailing lists and labels for a variety of mailings.
- 4) Provide training and support to the Community Support department regarding consumer records.
- 5) Assist the Quality Assurance Manager with mailing and compiling results of the annual consumer satisfaction survey.
- 6) Locate filed and archived documents for records requests, as well as, various Medicaid audits.
- 7) Perform other duties to support the Quality Assurance Department and the agency.
- 8) Perform duties in a manner that promotes health, safety and HIPAA compliance.

**HOURS OF WORK:** Full-time, 30-40 hours per week, Mon-Fri 8-5

### **EMPLOYMENT BENEFITS:**

- Paid Vacation & Sick leave (amount increases with tenure & accumulates based on hours worked)
- Seven Paid Holidays
- Paid Jury Duty & Funeral Leave
- Free Employee Assistance Program
- Extensive Paid Training Program
- Agency Paid Life Insurance
- Dental and Medical Insurance

### **MINIMUM QUALIFICATIONS:**

- **Education:** High School Diploma or GED.
- **Experience and Skills:** Time management and organizational skills are required for success in this position. Two years of general office experience or equivalent vocational training; or a combination of two years education and employment. Demonstrated proficiency with computer applications.
- **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.**

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:** May 19<sup>th</sup> @ 1pm