



## NOTICE OF JOB OPENING

### *Anchorage Quality Assurance Specialist*

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**OPENS:** 01/02/2012  
**JOB STATUS:** Non-Exempt Full Time

**CLOSES:** When Filled  
**STARTING SALARY:** DOE

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### **JOB DESCRIPTION**

The Quality Assurance Specialist will perform as an independent, objective and confidential position that will provide assurance and consulting activities designed to add value and improve Hope Community Resources, Inc operations. This position will be responsible for assessing and monitoring internal systems to ensure controls are present and functioning, compliance with regulations, and quality of services provided. They will assist in developing quality, performance and business metrics. They will provide examples, supported by research and industry standards, for improving quality and regulatory compliance and report findings and recommendations to management. This person must be interested in the learning process and thinking outside the box. The Quality Assurance specialist will maintain loyalty to the organization, its mission, vision beliefs, values and expectations and to the recipients of services.

#### **Essential Job Duties:**

- Perform reviews of internal operations for quality and effectiveness of processes and controls.
- Conduct audits of compliance with internal policies and external rules and regulations; assuring compliance with Medicaid and licensing regulations.
- Write reports and recommendations for improving quality of: processes, controls, and employee performance.
- Perform periodic follow-up on compliance and recommended process and control improvements.
- Assist in the development of quality, performance and business metrics.

### **REQUIREMENTS**

**EDUCATION:** Bachelors Degree in Business or related field.

**EXPERIENCE:** 2 years of experience in the Healthcare industry. Quality assurance experience preferred.

- OTHER:**
- Pass a criminal background check under state regulation
  - Have a valid driver license & at least 3 years of driving experience (can include permit time)
  - Provide a driving record that meets agency guidelines

### **FOR MORE INFORMATION, CONTACT:**

Human Resources Recruiter  
Hope Community Resources, Inc.  
540 W. International Airport Rd  
Anchorage, AK 99518  
1-800-478-0078