

QUALITY MANAGEMENT SPECIALIST (Independent Living)

If you are interested in applying, please submit a cover letter and resume to Missie Irby via email – missie.irby@cnhc.org

- Children's Network of Hillsborough, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of Hillsborough is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

General Purpose of Position (Full job description will be provided upon interview)

- ◆ Assist in the implementation of Quality Management systems
- ◆ Provide programmatic expertise for In Home, Out of Home, Adoptions, and Independent Living
- ◆ Develop and implement System of Care (SOC) policies and procedures
- ◆ Prepare and analyze monthly management and performance reports
- ◆ Complete the State and Federal reporting process
- ◆ Complete System of Care training programs
- ◆ Identify System of Care needs and provide technical assistance to supply them
- ◆ Deliver services that assure the safety, permanency, and well-being of children in the care of the Children's Network of Hillsborough
- ◆ Provide performance assessment and feedback at provider Team Meetings
- ◆ Perform programmatic monitoring of contracts
- ◆ Track and report incidents and complaints

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ A bachelor's degree from a four-year accredited college or university in Psychology, Social Work, Sociology, or related Human Services degree
- ◆ A minimum of two (2) years of experience in child welfare is required
- ◆ Knowledge of quality management systems and procedures
- ◆ Florida Certification as a Child Protection Professional within one year of hire, unless exempted by Children's Network management

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required, and clean driver's license check is required, with proof of insurance
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (Local Law/FBI/FDLE)
- Drug Screening is required

If you are currently an employee of Children's Network of Hillsborough, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying