



# QUALITY MANAGEMENT SPECIALIST

If you are interested in applying, please submit your cover letter and resume to [chantay.henderson@cnhc.org](mailto:chantay.henderson@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.

## **MINIMUM REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

A bachelor's degree from an accredited college or university in psychology, social work, sociology, or related human services degree.

- ◆ Official transcripts are a mandatory requirement

Certification as a Child Protection Specialist within one year of hire, unless exempted by Children's Network management. A minimum of two (2) years of experience in child welfare is preferred.

### **General Purpose of Job (Full job description provided upon interview)**

The purpose of this job is to:

1. Assist in the implementation of Quality Management system
2. Develop and implement System of Care (SOC) policies and procedures
3. Prepare and analyze monthly management and performance reports
4. Complete the State and Federal reporting process
5. Complete System of Care training programs
6. Identify System of Care needs and provide technical assistance to supply them
7. Deliver services that assure the safety, permanency, and well-being of children in the care of the Children's Network of Hillsborough
8. Provide performance assessment and feedback at provider Team Meetings
9. Perform programmatic monitoring of contracts
10. Track and report incidents and complaints

### **Certificates, License, Registrations, backgrounds, drug screens, Etc.**

- ◆ Must meet the Children's Network requirements for certification as a credentialed Child Welfare Case Manager within 1 year of hire into the position unless exempted by Children's Network management.
- ◆ Valid driver's license required, with proof of insurance
- ◆ Driver's license check is a requirement
- ◆ Criminal background screening (fingerprinting) (Local Law Enforcement and FBI/FDLE)
- ◆ Drug Screening is a requirement
- ◆ Children's Network participates in E-Verify

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