



Employment Opportunity

Quality Assurance/Quality Improvement Manager

Date Available: Immediately

Minimum Education/ Experience:

Prefer four (4) year college degree in human services or a related field and at least three (3) Years' of post-graduate experience in services to individuals and families with intellectual/ developmental disabilities (IDD). Or Associates Degree with five + (5) years' experience in Quality Assurance/ Quality Improvement. Demonstrated knowledge and experience in compliance systems related to IDD. Possess strong communication skills as well as computer skills as related to Word, Excel, and evidenced-based outcome monitoring and reporting through web-based modules.

Brief Description of Work Performed:

The Quality Assurance/Quality Improvement Manager drives the Quality Assurance and Quality Improvement of the organization, which is to promote quality, integrity and compliance through ongoing monitoring, evaluation, consultation, education, investigation and the development of quality and compliance-related processes and products. This position audits designated clinical and/or administrative records for conformance to federal and state regulations, including Medicaid, state funded and 3rd party billing, and agency's policies. This position also provides ongoing training in regulations, standards, program evaluation and integrity, and agency policies and practices that bear on such processes as documentation to support billing and internal control procedures. These responsibilities apply to all departments and affiliated programs of Tammy Lynn Center (TLC). This position will work with HR to monitor the Relias web-based training to ensure compliance, assist and monitor electronic health records and co-develop/implement measurable outcomes modules, and the CARF lead to ensure national accreditation standards for the Center.

Hours/Days of Work:

8:00 a.m. to 5:00 p.m. Monday through Friday. This position can require more than 40 hours per week. Weekly schedule must be flexible to meet the compliance and regulatory needs of the agency.

Pay Rate:

Based upon experience, Salaried, Non-Exempt. Offer excellent benefits package to include medical, dental, life, STD/LTD, paid holidays, PTO and a 403b retirement plan.

Closing Date for Accepting Applications:

Open until position is filled

Contact Person:

Personnel Office Tammy Lynn Center for Developmental Disabilities
739 Chappell Dr Raleigh, NC 27606

TLC Operations, Inc. is an equal opportunity employer and welcomes applications from anyone qualified.