

Greene County Human Services

Job Announcement – Human Services Quality Assurance Coordinator

\$56,185.50 annually

The work involves the responsibility for planning and overseeing a comprehensive quality assurance program to ensure compliance with federal, state, and county mandated quality standards in all divisions of the Human Services Department. The incumbent performs a variety of compliance functions to ensure the agency is prepared at all times for audits and reporting deadlines. These functions include quality assurance, agency compliance, staff development, in-service training, client review, and services plan. The incumbent will conduct and coordinate policy review, development, and implementation subject to standards of best practices. The work is performed under the direct supervision of the Executive Director of Human Services with leeway permitted for the exercise of independent judgment in carrying out specific duties. Does related duties as required.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Nursing, Human Services, Healthcare Policy Management, or a health related profession, or risk management, **and** two (2) years full-time paid experience in the area of utilization review and/or healthcare policy management which may also include audits, quality assurance, risk management, and/or policy revision as it applies to federal or state programs; **OR**
- B. Graduation from a three (3) year school of professional nursing, **and** three (3) years of full-time paid experience in the area of utilization review and/or healthcare policy management which may also include audits, quality assurance, risk management, and/or policy revision as it applies to federal or state programs; **OR**
- C. Possession of an Associates Degree in Nursing, Human Services, Healthcare Policy Management, or a health related profession, or risk management **and** four (4) years of full time paid experience in the area of utilization review and/or healthcare policy management which may also include audits, quality assurance, risk management, and/or policy revision as it applies to federal or state programs; **OR**
- D. Graduation from high school or possession of an equivalency diploma with three (3) years' experience practicing as a current Registered Professional Nurse **or** six (6) years' experience practicing as a current Licensed Practical Nurse in a human services department or medical office setting **and** six (6) years of full time paid experience in the area of utilization review and/or healthcare policy management which may also include audits, quality assurance, risk management, and/or policy revision as it applies to federal or state programs.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Must have possession of a valid New York State Driver's license at the time of appointment and maintain that license throughout employment.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. ***You may include a resume but do not substitute a resume.***

Applications can be obtained at:

[GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2024.pdf](#)

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@greencountyny.gov.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.