

TITLE Quality Assurance/Health & Safety Director

DESCRIPTION The Director of Quality Assurance/Health & Safety shall have oversight and responsibility for the overall operations of Quality Assurance and Health and Behavioral services as it pertains to the persons supported. In conjunction with subordinate managers and the Joint Leadership team develops and implements quality assurance plans and health / behavioral related programs in support of The Arc strategic plan. The Director of QA/HS is responsible for incident management including the investigation of all incidents involving the people supported by The Arc and establishing and directing quality assurance and health & safety systems and team(s) that promotes continuous improvement efforts in support of the agency's strategic plan.

This includes workplace health & safety as well as monitoring for violations of federal, state, and local occupational health & safety regulations and for any potential threats to employees or people supported. Provides direction to the organization and individual programs to assure the full participation of people supported while assuring their individual rights and dignity. Position is responsible for coordinating internal monitoring processes as it relates to individual rights, supports and services, to include Incident Reporting, health and safety reviews of facility sites, the Quality Assurance Plan for DDA, and participation in related committees. Position serves as the subject matter expert for iCare Manager. This is a Full Time Salaried position that is a member of Senior Management.

Benefits Include: Health, Dental, Vision, Disability, and Life Insurance; as well as 403b Retirement Plan, Paid Time Off: 14 days the first year and 20 days the second year, and 7 paid holidays

POSITION REQUIREMENTS Position requires a bachelor's degree in Business, Human Services, or a related field (Master's Degree preferred) and extensive experience (at least five (5) years' experience) in the Human Services field, preferably with developmental disabilities and quality assurance and/or health and safety experience. Training, certification, or additional educational experience related to quality and health & safety is a must. Experience may substitute for educational requirements

The successful candidate must be familiar with licensing requirements for DDA, EMS & other applicable State and Federal Regulations and have a working knowledge of DDA & other applicable State and Federal Regulations, including FLSA, FMLA, MFLA, DOL, EEO, etc.

The applicant must also:

- Possesses a valid driver's license for at least three (3) years, not counting any time on a learner's permit; and has a good driving record.
- Be physically fit to lift and transfer at least 50 pounds
- Commit to becoming as a MANDT Safety Training Instructor and to implement proper restraint techniques to ensure the health and safety of the persons served.
- Be proficient in using the Microsoft Office Suite Word, Excel, Outlook. Experience with iCare Manager preferred.

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Dan Vannoy, Recruiter

The Arc of Washington County

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To apply online: <https://www.arcwc-md.org/jobs/>

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