



QUALITY ASSURANCE SPECIALIST

The Quality Assurance Specialist will be responsible for reviewing all clinical notes, data collection and making sure they are up to the agency standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Interpret, build upon, and comply with company quality assurance standards
2. Keeps the assessment team updated regarding delays and scheduling issues.
3. Enters and updates ABA assessments, re-assessments and modifications, by following approved standards by EqHealth and the agency.
4. Protects client's confidentiality by purging files consistent with HIPAA guidelines.
5. Stays abreast of ABA assessment and evaluation techniques and tools via ongoing training.
6. Will perform other duties as assigned.

CONDUCT:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment at Coral Behavioral Services. Each staff member shall serve as a role model for clients in how to conduct themselves as citizens and as responsible, educated human beings. Each staff member has a legal responsibility to help instill in clients the belief in and practice of ethical principles and democratic values.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting, carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, must be able to see and hear the entire group if applicable, and moving light furniture may be required.

This job classification may have a potential risk for occupational exposure to blood and other potential infectious bodily fluids. Protective equipment will be provided by our facility, as needed, to limit the exposure and will promote self-protection practices in the delivery of the services, to provide appropriate treatment to our workers in the event of an exposure incident and to promote compliance with universal precautions.

SIGNATURE

DATE