



110 Bartholomew Ave, Suite 3050, Hartford, CT 06106 • 860-247-2437 • act-ct.org

JOB TITLE: Quality Assurance Reviewer

PAY RATE: \$55,000/year

GOAL: Conduct quality assurance reviews for DOH and DMHAS funded housing programs (Permanent Supportive Housing, Shelter, HIV/AIDS, Rapid Rehousing).

RESPONSIBILITIES:

- Conduct quality assurance reviews for assigned DOH/DMHAS funded housing programs across the state of Connecticut
- Attend any and all pre-audit training sessions
- Participate in Continuous Quality Improvement Processes including attendance of any committee meetings as assigned
- Conduct focus groups with consumers at specified agencies
- Conduct staff interviews at specified agencies
- Write and submit summary reports for each program reviewed using the assigned format
- Administer any post review evaluations to be completed and submitted back by each agency
- Participate in any post-trainings as assigned
- Write and submit any annual assigned summary reports including required funders' reports
- Participate in any follow up meetings with agency and sub-contractor staff

QUALIFICATIONS:

- Minimum 5 years experience working in quality assurance
- Bachelor's degree in human services or related field
- Knowledge and understanding of Department of Housing policies, protocols, and standards
- Knowledge and understanding Department of Mental Health and Addiction Services policies, protocols, and standards
- Ability to utilize Microsoft Suite, Google Suite and other internet applications
- Able to efficiently organize and manage workload and assignments
- Must have and maintain a valid driver's license for the state of Connecticut as onsite audits are required
- Comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed



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WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous Paid Time Off (PTO) Policy
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 100% up to 3% of pay
- Free off-street parking

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter and resume to apply@act-ct.org with "Quality Assurance Reviewer" in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

Advancing Connecticut Together, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.