

# River Valley Child Development Services

Providing quality services and support to children, families, and the early childhood community.

## Job Description

<b>Position:</b>	Quality Assurance Specialist and Agency Website Editor
<b>Program:</b>	Administration
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FLSA Classification:</b>	Exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	90 days
<b>Position(s) Accountable To:</b>	Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Audit/monitor programs on an ongoing basis to ensure quality standards. Review, edit and maintain the agency website <a href="http://www.rvcds.org">www.rvcds.org</a>
<b>Educational Requirements:</b>	Bachelor's degree from an accredited college or university.
<b>Experiential Requirements:</b>	Five (5) years of relevant professional experience.
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Travel Requirements:</b>	Valid driver's license and insurance. Possess personal vehicle.
<b>Pre-Employment Requirements:</b>	Must pass drug screening and have acceptable background check

### **Essential Capabilities and Skills**

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize analytical and critical thinking skills.

Able to perform tasks with speed and accuracy.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

### **Other Capabilities and Skills**

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management skills and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to lift various items: boxes, paper, supplies, etc.

**Agency Expectations**

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

**Essential Duties – Quality Assurance Specialist**

Achieve maximum improvements in all programs through document review, monitoring of data, auditing files, and development of assessment tools.

Support planning, implementing, and evaluating programs to ensure maximum effectiveness and efficiency.

Observe a wide variety of program activities as needed to ensure guidelines are being met.

Maintain working knowledge of policies, guidelines, and requirements for each program.

Create/update, send and compile annual evaluations and surveys using Survey Monkey.

Monitor all School Age Connections sites and Center based on CACFP guidelines using CACFP paperwork, monitor USDA forms for accuracy and completion.

Conduct Mission and Ethics training portion of Provisional Employee Orientation.

Draft quality assurance policies and procedures.

Document internal audits and other quality assurance activities.

Collect and compile statistical quality data.

Evaluate audit findings and recommend appropriate corrective actions.

Monitor risk management activities.

Assure ongoing compliance with quality and industry regulatory requirements.

**Essential Duties – Agency Website Editor**

Regularly review, test, revise, and maintain the agency website ([www.rvcds.org](http://www.rvcds.org)) and its content to ensure accurate, up-to-date agency and program information is available to website visitors.

Upload/remove documents and other media at the request of Program Directors and/or Executive Director.

Create and upload media graphics to represent needs specified by Program Directors and/or Executive Director.

Create and update text for individual program pages on the agency website as directed by Program Directors and/or Executive Director.

Manage messages submitted through the website. Direct to the appropriate staff person.

Create, manage, change, and share employee portal passwords with staff and managers.

Comply with copyright and privacy regulations.

**Other Duties – Quality Assurance Specialist and Agency Website Editor**

Perform clerical support: typing, filing, scanning, shredding, etc.

Respond to any inquiry and return messages within 2 business days.

Participate in job related training.

Attend and participate on committees as assigned by the RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Executive Director and other agency staff as necessary.

Attend and participate in monthly management meetings.

Any other duties as assigned by the RVCDS Executive Director.

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**Employee Signature**

**Printed Name**

**Date**