



▼ Vacancy Announcement ▼

POSITION TITLE: DIRECTOR OF QUALITY CONTROL

FACILITY / PROGRAM: ADMINISTRATION

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Human Services, Administration or related field. Master's degree preferred.
- Demonstrated effective management, analytical, and leadership ability.
- Demonstrated verbal and written communication and conflict resolution skills.
- Ability to pass the Pre-Employment Test, Criminal History Background Check, Drug Screen, and Physical examination.
- Possession of skills and personal attributes needed to perform each responsibility described below.

ADDITIONAL SKILLS: Ability to handle multiple tasks; ability to work independently or as part of a team.

GENERAL RESPONSIBILITIES: The Director of Quality Control will:

- Coordinate and oversee all agency program audits, licensing reviews, and CARF accreditation site visits;
- Attend to all audits throughout the ministry, building a database for future audits as to areas auditors typically focus upon;
- Notify staff in advance, where possible, of upcoming audits, and convene teams of appropriate staff in preparation for auditing visits;
- Gather all necessary documentation requested by the auditors;
- Inform the Programs Administrator of any issues/concerns where a program may possibly be out of compliance with an auditing standard;
- Develop and recommend proactive solutions;
- Maintain a record of all audits and auditing checklists;
- Train staff on audit requirements, self-monitoring tools, and action steps to maintain routine preparation for audits;
- Work with specific staff, around special projects or specific problems that need attention;
- Form teams to address problems and provide direction to teams; and
- Promote approaches to encourage the development of skills and attitudes to solve staff and client problems by use of methods that include mentoring, research, team building, etc.

HOW TO APPLY: Applications are available 8:30AM - 5PM Monday to Friday at the **Detroit Rescue Mission Ministries, 150 Stimson Street Detroit MI 48201** or online at www.DRMM.org.

You may fax your application along with current resume to Attention Human Resources Department at 313-831-2299 or e-mail it to **Belinda Flowers, Human Resources Director** at belinda@DRMM.org.

ONLY CANDIDATES WITH THE REQUIRED QUALIFICATIONS NEED TO APPLY.

“NO PHONE CALLS!”