

LINN COUNTY CLASSIFICATION

**TITLE: DEVELOPMENTAL DISABILITIES QUALITY ASSURANCE
SPECIALIST**

NUMBER: 719

APPROVAL ORDER NUMBER: 2023-133

PAY RANGE: 14

DATE: APRIL 04, 2023

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform a variety of activities and services focused on ensuring health and safety of service recipients, as well as, compliance with County, State and Federal requirements pertaining to the authorization of quality developmental disabilities services to County residents.

SUPERVISION RECEIVED: Works under the supervision of a Quality Assurance Manager or designee. A person in this classification is expected to work in a highly independent manner.

SUPERVISION EXERCISED: Supervision of other employees is not a principle responsibility of a person in this position. The duties of this position will include training, monitoring and recommending training for employees related to compliance for the Developmental Disabilities Program.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Conduct duties that may include assurance of health and safety, protective service coordination and abuse investigation activity, licensing and quality of care; participate in internal and external planning and training; represent department in planning and program meetings, activities and consultations concerning services provided and the quality of those services.
2. Skills, experience and ability to analyze complex circumstances and reach critical conclusions and develop plans for future improvement. Works closely with Service Coordinators to reciprocally communicate around providers, consumer concerns and outcomes.
3. Skills, experience and ability to initiate and complete technically and grammatically sound written reports and documents; interpret and apply Oregon Administrative Rules, Oregon Revised Statutes and State and County policies and practices as they relate to the conduct of regulatory oversight activities including investigation of abuse complaints.
4. Assist in the development, implementation and monitoring of the Program's Management Plan and procedures to ensure compliance with State and Federal requirements. Coordinate activities to ensure continued compliance with the Program's Management Plan and procedures by staff and affiliated community service providers.