



Quality Assurance Specialist/Trainer *Job Description*

Job Classification: Non-exempt, Full-time
Work Schedule: Monday through Friday from 8:30am-4:30pm
Reporting Relationship: Quality Director Adult Services

Primary Accountabilities:

The primary function of the Adult Service Quality Assurance Specialist/Trainer is to support Capper Foundation's mission providing supports to individuals with physical and/or intellectual/developmental disabilities. The quality assurance specialist/trainer provides training to adult services employees and monitors licensing documents are current.

Major Duties:

- Schedules new employee orientation, publishes and distributes monthly training calendar.
- Monitor and track new employee orientation to ensure licensing and agency training requirements are met.
- Monitor and update tracking spreadsheets to ensure agency licensing requirements are met.
- Utilize the web-based system, Therap, daily and perform project data collection as needed.
- Assign employees Therap access according to agency policies and procedures.
- Train employees how to utilize Therap to access documents and complete documentation. Manage and track adult services employees annual training. Notifies the adult services director and/or program managers when employees are not in compliance with the required training.
- Facilitates training, modifies existing training programs.
- Provides classroom training to adult services employees, scans and files employee training certifications.
- Monitor employees assisting individuals supported to reduce challenging behaviors have specialized training and access to the behavior support plan.
- Monitor the implementation of supports provided to individuals receiving services is in accordance with their Person-Centered Support Plan.
- Monitor employees assisting individuals supported are trained on the individuals supported rights.
- Provide employees feedback, models appropriate techniques and provides examples with instruction.
- Assist staff in the completion of assigned tasks.
- Performs all other duties as assigned.

Qualifications:

- High School diploma.
- Post education in human services field preferred.
- Three (3) years prior experience working with adults with intellectual/developmental disabilities preferred.
- Previous supervisory experience preferred.
- Must have a valid Kansas Drivers License with an acceptable driving record.
- Read, write and speak fluent English.
- Must be able to pass background checks and drug test per agency procedures.
- Knowledge of and ability to perform support/intervention techniques.
- Knowledge of basic cooking skills.



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- Ability to recognize natural teaching opportunities and ability to be objective in observations.
- Knowledge of Microsoft Office and ability to learn agency specific software required.

Training Requirements:

- Must complete and maintain certain trainings to maintain employment, including, but not limited to: CPR, First Aid, MANDT, Medication administration (College of Direct Supports), Blood Borne Pathogens (College of Direct Supports) and Abuse, Neglect and Exploitation (College of Direct Supports).
- Complete and maintain CPR, MANDT and RTAP Instructor certifications

Physical Demands:

- May be required to lift, carry, push or pull up to twenty-five pounds
- Frequently bend, stoop, kneel, crawl, walk, and respond to aggressive behavior with prescribed techniques
- May involve sitting for brief periods of time

Work Environment:

- Direct contact with individuals who are severely physically and/or developmentally disabled and who may exhibit unpredictable behavior and uncontrollable outbursts. The physical characteristics of the work environment are such that noise and odor control procedures are required. May work with individuals with Hepatitis B and/or other blood borne pathogens.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature Date Supervisor Signature Date