**Allen County**

 **Job Descriptions**

**QUALITY ASSURANCE ASSISTANT**

Department: Allen County Community Corrections FLSA Status: Nonexempt

Under the direction of the CQI/Business Coordinator, the Quality Assurance Assistant completes data analysis that contribute to grant-funding reports, completes processes to repair/assure accuracy of participant electronic records, collects and enters participant records for services rendered outside of Allen County Community Corrections. This position is not covered (at-will) as defined under the Board of Commissioners of the County of Allen Employee Handbook.

**ESSENTIAL FUNCTIONS:**

* Serves as the liaison between agency and offsite treatment programs for the collection of participant records and inputs records into the statewide monitoring database, Supervised Release System (SRS).
* Audits participant employment, treatment activity and supervision records for accuracy.
* Completes complex multi-variate analyses that involve multiple data systems and combine demographic and procedural data for use in recurring program audits on a monthly, quarterly or annual basis as appropriate.
* Develops and maintains a library of Microsoft Excel-based formulas required for recurring data analysis.
* Administers, collects and develops reports from participant surveys reviewing satisfaction in service delivery, required by problem solving courts certifications.
* Assists the CQI/Business Manager in identifying performance measures, demonstrating division functioning and establishing methods and schedules for collecting performance measurement data in a standardized reporting format.
* Serves as the primary data validation specialist linking the agency offender management system (SRS) with all ancillary data management systems on a daily and operational basis.
* Responsible for identification and selection of data required for complex analysis and collaborating with the Systems and Technology Manager to produce datasets for analysis.
* Performs all other duties as assigned.

**REQUIREMENTS:**

* High School Diploma/GED with prior experience in statistics, business planning, or related experience
* Working knowledge of research methods, data collections and database management
* Knowledge of Community Corrections structure, policy, and procedures
* Strong written and verbal communication skills
* Must possess project management skills

**REQUIREMENTS (continued):**

* Strong computer skills using Microsoft Office including the ability to import data from databases to create spreadsheets, graphs and flow charts for data analysis, data verification and problem solving
* The agency subscribes to the National Institute of Corrections’ Eight Principles of Effective Intervention (EBP), must be able to complete required Correctional EBP training programs and demonstrate competencies that focus on empirical recidivism risk reduction strategies.

**PERSONAL WORK RELATIONSHIPS:**

The Quality Assurance Assistant maintains frequent contact with other county employees when working on data validation functions, the Public Relations Manager for primary training and collaboration purposes, and with the General Manager for supervision.

**WORKING CONDITIONS:**

The Quality Assurance Assistant works in and out of an office setting with frequent contact with potentially dangerous, violent, and abusive program participants convicted of various misdemeanor and felony offenses. There is some standing and walking with frequent sitting. Some lifting of up to 40 pounds, bending, reaching overhead, and kneeling is required. Frequent mental/visual effort, attention to detail, detailed inspection, and typing are to be expected.

**SUPERVISION:**

None

**LICENSING:**

None

**IMMEDIATE SUPERVISOR:**

CQI/Business Coordinator

**HOURS:**

8:00 am – 4:30 pm and as needed, up to 29 hours per week.

Please visit the Allen County website at <http://www.allencountyjobs.us/>