



CAREER OPPORTUNITY

Title: Quality Assurance Specialist - PASSPORT

Hours: Part-Time, 19 hours/week, daytime flexible

Brief Description:

- Provide monitoring of PASSPORT certified providers
- Assist with record keeping and provider incident reporting
- Assist with provider certification; may include home visits
- Provider relations and procurement

Minimum Requirements:

- Graduate of an approved school of nursing and licensed to practice in the state of Ohio as an RN -OR- Bachelors degree in Social Work or related field and licensed to practice in the state of Ohio as LSW preferred; Associate Degree in related field minimum requirement
- At least one year prior experience in home health care, medical social work, geriatrics or an appropriate substitute as approved in advance by ODA
- Two years PASSPORT experience preferred
- Ability to work as a team member
- Demonstrated ability to record and provide written reports
- Successful completion of appropriate Community Care Choice modules

Interested candidates should send a resume with salary requirement to:

*Attn: Kathy Geise
Catholic Social Services of the Miami Valley
100 S. Main Avenue, Suite 101
Sidney, Ohio 45365
or e-mail to kgeise@csmv-sidney.org
or fax to (937) 493-0269*