



## JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Quality Assurance Specialist	
POSTING DATE	DEADLINE DATE
	Until filled
POSITION LOCATION	
<b>Lookout Mountain Community Services Corporate Compliance Program Administrative Office</b>	
GENERAL NATURE OF JOB DUTIES	
<p>Under direction of the Corporate Compliance Officer, provide support to agency staff in meeting all external requirements. Provide leadership in accreditation survey compliance. Oversee the Quality Management Council and committees to ensure effectiveness and efficacy. Provide leadership and continuous quality improvement of documentation by overseeing an agency-wide audit system. Oversee health and safety compliance for the agency. Assist in providing training for direct service staff in areas of quality and compliance. Oversee corrective action plans to ensure follow through compliance.</p>	
MINIMUM QUALIFICATIONS	
<p>Master's degree from an accredited college or university in a social service related field and two years' experience OR Bachelor's degree from an accredited college or university in a social services related field and three years' experience in a social services related position. Good computer skills required.</p> <p><b>Preferred Qualifications:</b> Two to five years' experience in regulatory surveys and quality management.</p>	
HOW TO APPLY	
<p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:</p> <p style="text-align: center;">           Lookout Mountain Community Services            ATTENTION: Human Resources Department            PO Box 1027            LaFayette, GA 30728            E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a>            Telephone: 706-638-5580 x 4114            FAX: 706-638-5445         </p> <p><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with <b>the last ten years of work history</b> included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;"><b>APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</b></p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING  
AN EQUAL OPPORTUNITY EMPLOYER**