



Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.

Dove, Inc. | 302 S. Union, Decatur, IL 62522 | doveinc.org | dove@doveinc.org

Domestic Violence Program

Part-Time Quality Assurance Specialist Job Description

GENERAL RESPONSIBILITIES

The Domestic Violence Quality Assurance Specialist is responsible for maintaining manual and computerized participant records within the Domestic Violence Program and for generating reports for funding sources based on those records.

EXAMPLES OF WORK

- Documents services provided according to program standards.
- Maintains all participant files and participant card index in an orderly manner.
- Files case notes in participant files on an ongoing basis.
- Logs all participant information into the DV tracking system including participant logs, reports, shelter registry, hotline calls, etc.
- Performs quality assurance on all paperwork to ensure files are complete and accurate.
- Updates Funding for Staff Statement.
- Generates monthly and quarterly reports for funding sources.
- Maintains/updates all blank forms used in participant files.
- Prepares intake packets for all Domestic Violence participants.
- Attends required Infonet meetings.
- Attends/participates in all required Dove and Domestic Violence Program meetings.
- Attends/participates in agency and program events.
- Performs other duties as required.

QUALIFICATIONS

The Domestic Violence Quality Assurance Specialist should have data entry, analysis, general computer, and math skills, & must be well organized. The Domestic Violence Quality Assurance Specialist must be reliable, able to maintain confidentiality, and sensitive to issues of survivors of domestic violence and their children. The Domestic Violence Quality Assurance Specialist should be able to work well within a team-oriented setting.

Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment, all employees are subject to pre-

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employment screening as required by program grants and the Dove, Inc. Personnel Policy. These screenings may be updated periodically.

SALARY AND BENEFITS

The introductory salary range for this position is \$28,080 - \$29,640. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life insurance & disability insurance, direct deposit, matching retirement fund, & an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This is a part-time (30-hour per week) position. This employment is contingent upon continued funding for this position. The Domestic Violence Quality Assurance Specialist is supervised by the Domestic Violence Program Director. The Domestic Violence Quality Assurance Specialist's office is located within the Domestic Violence Shelter. Days worked may include weekends, evenings, and/or holidays. This position is subject to the requirements of the Fair Labor Standards Act.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

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