



**Department of Public Health
Job Title: Quality Review Specialist**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public (Must meet Minimum Qualifications Required)
Location: HEALTH CARE QUALITY & SAFETY – Facility Licensing & Investigations
Position #: 012331MC
Hours: Full-Time / 35 hours per week
Salary: HC 23 / \$58,073* - \$78,713 (*NEW State employees)
Closing Date: August 25, 2017

This is a competitive Job Class. This Job Opening also serves as the examination and will be used for this vacancy within the Department of Public Health. The established list of qualified candidates will remain in effect for up to one year from the closing date; however, candidates must apply separately for future vacancies in other agencies as specific Job Openings are announced.

The determination of those candidates who possess the GENERAL EXPERIENCE and SPECIAL EXPERIENCE listed below to qualify for this Job Opening is the examination. When completing your application, please understand that you are applying for the examination as well as applying for the vacancy; please submit information with this in mind.

Purpose of Class: In the Departments of Developmental Services and Public Health, this class is accountable for independently performing a full range of tasks in the evaluation and monitoring of programs and services for persons with developmental disabilities or other related conditions.

Examples of Duties: Performs on-site inspections through reviewing, monitoring and evaluating programs and services; observes persons served and staff interactions and conducts interviews of staff, persons served and family members or guardians; interprets federal and state regulations regarding facilities under their jurisdiction; prepares reports on facilities, programs and/or agency findings for compliance with pertinent federal and state regulations and communicates results; maintains records of inspections and subsequent recommendations; meets with providers in cases of non-compliance and suggests plans or correction as needed; provides on-going consultation and technical assistance in relation to requirements and implementation of program standards; investigates complaints regarding licensed or certified facilities, programs and agencies; identifies situations of serious threat to client health and/or safety and recommends corrective action; assesses outstanding corrective actions and follow-up items; conducts outreach to family members or guardians; reviews and evaluates medical records, individual plans, case notes, legal and fiscal documents; assists in the development of regulations, policies and standards for quality assurance; may research, analyze and contribute to the development and implementation of new quality measures and methods; may determine appropriateness of individual services and supports on an ongoing basis; may prepare data for legal proceedings regarding service quality to persons served; may participate in administrative and legal proceedings; may coordinate team inspection procedures; performs related duties as required.

Minimum Qualifications Required - Knowledge, Skill and Ability: Knowledge of and ability to interpret and apply relevant state and federal laws, statutes and regulations; knowledge of principles and practices of inspection, evaluation, compliance and quality improvement; knowledge of state policies and local ordinances; knowledge of principles and practices of health inspectors and fire inspectors; knowledge of modern methods of care, treatment and education of persons served with developmental disabilities such as mental retardation or autism spectrum disorder; interpersonal skills; oral and written communication skills; ability to perform inspections and client reviews; ability to utilize computer software; ability to evaluate active treatment service.

General Experience: Six (6) years of experience in writing, implementing and/or evaluating individual client programs for persons with developmental disabilities or other related conditions.

Special Experience: One (1) year of the General Experience must include experience on an interdisciplinary team addressing the residential, programmatic or educational needs of persons with developmental disabilities or other related conditions.

Note: For State Employees, the Special Experience will be interpreted at the level of Supervising Developmental Services Worker 1 or Supervising Developmental Services Worker 2.

Substitutions Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree. 2. A Master's degree in the behavioral sciences, child development, counseling, education, nursing, psychology or licensure as a Physical Therapist or Occupational Therapist may be substituted for one (1) additional year of the General Experience.

Special Requirements: 1. Incumbents in this class may be required to possess a current Connecticut license for the appropriate disciplines. 2. Incumbents in this class may be required to travel.

Preferred Experience / Skills:

- Experience organizing data, and evaluating and analyzing proper care and treatment in accordance with federal and state laws and regulations;
- Experience with computerized data bases, MS Outlook and MS Word;
- Experience with documenting facts, findings and outcomes;
- Experience with independently interviewing consumers, providers of developmental disability services and beneficiaries of developmental disability services.
- Applicants to this position classification may be required to travel and be flexible with their work schedule.

CANDIDATES INVITED TO INTERVIEW MAY BE REQUESTED TO SUPPLY THE FOLLOWING: LAST TWO PERFORMANCE APPRAISALS (CURRENT STATE EMPLOYEES ONLY) OR TWO PROFESSIONAL LETTERS OF REFERENCE (NON-STATE EMPLOYEES).

Note: The filling of this position will be in accordance with reemployment and SEBAC employment rules, if applicable.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, résumé, and the Application for Employment ([CT-HR-12](#)):

Department of Administrative Services
Statewide Human Resources Management
Job Posting No. 012331MC
450 Columbus Boulevard – Suite 1502
Hartford, CT 06103

Secure Fax: 860-622-2910 (Preferred Method)

If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications.

This examination is pass/fail. Notice of results will be mailed to you as soon as all applications have been reviewed.

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Michael Cosgrove at 860-713-5248 or Michael.cosgrove@ct.gov