DATE POSTED: May 21, 2021

ANTICIPATED START DATE: June 28, 2021

NOTICE OF POSITION OPENING

POSITION: QUALITY ASSURANCE PROVIDER RELATIONS EXECUTIVE ASSISTANT

LOCATION: Ashtabula County Board of DD
2505 South Ridge Road East
Kingsville, Ohio

DUTIES & RESPONSIBILITIES: To provide a variety of office duties and clerical tasks for investigative and quality services.

MINIMUM QUALIFICATIONS: Associates degree in related field. Valid driver’s license with good driving record and reliable transportation. All applicants recommended for hire must complete a medical evaluation and a drug screen prior to employment.

REQUIREMENT FOR SAFETY SENSITIVE POSITION: Criminal background check/medical examination/drug screening

SALARY: Commensurate with education and experience.

APPLICATION PROCEDURE: Obtain an application online at www.ashtabuladd.org and return to the Board Office at:

Ashtabula County Board of DD
2505 South Ridge Road East
Ashtabula, Ohio 44004

APPLICATION DEADLINE: June 4, 2021 or until filled
**ASHTABULA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES: JOB POSITION DESCRIPTION**

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<tr>
<th>TITLE OF POSITION</th>
<th>QUALITY ASSURANCE / PROVIDER RELATIONS EXECUTIVE ASSISTANT</th>
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<tr>
<td>UNIT OR OFFICE</td>
<td>Administration</td>
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<td>COUNTY OF EMPLOYMENT</td>
<td>ASHTABULA</td>
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<td>TITLE OF IMMEDIATE SUPERVISOR</td>
<td>DIRECTOR OF QUALITY ASSURANCE AND PROVIDER RELATIONS</td>
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<td>NORMAL WORKING HOURS</td>
<td>8:00 A.M. – 4:00 P.M. Monday - Friday</td>
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**PURPOSE OF POSITION**
To provide MUI Intake, various office duties and clerical tasks for the Quality Assurance / Provider Relations Department, which includes the MUI Division.

**JOB DESCRIPTION**

- Handle confidential written and oral communications for the Director of Quality Assurance and Provider Relations, including but not limited to personnel matters.
- Receive and distribute mail and process all correspondence on a priority basis for the Quality Assurance and Provider Relations (QA/PR) Department as well as the UI/MUI Division, including but not limited to ODJFS audits, DODD Provider Compliance Reviews, and DODD surveys.
- Provide administrative support to the Director of QA/PR as assigned, which includes typing, filing, completion of reports, creation of Excel and other internal databases, Outlook calendars and other documents. Create and maintain tracking documents for Medicaid provider recruitment and retention.
- Assist in the planning and implementation of events that support Medicaid providers with recruitment and training.
- Develop and distribute written materials to recruit potential Medicaid providers.
- Assist the Director of QA/PR with the creation and summarization of data related to Medicaid provider performance, including the identification of trends and patterns for major unusual incidents and unusual incidents.
- Review incoming incident reports to ensure they are categorized appropriately.
- Assist with MUI Intake by entering the initial description of the MUI submitted by the reporter into the DODD system, and prepare the MUI file that will be assigned to an Investigative Agent, as needed.
- Ongoing, assist with organization of MUI Files and electronic storage of MUI case files and supporting documentation.
- Respond to public and agency requests for information relative to quality assurance/provider relations at the County board.
- Complete departmental timesheets and documents weekly for payroll, and maintain a tracking mechanism for leave balances.
- Create and maintain various files/binders and organizational systems as needed.
- Maintain and update policy and procedure manuals.
- Coordinate meetings for the Director of QA/PR, as well as other staff meetings; secure meeting sites and complete all necessary arrangements.
- Assist in the preparation of meeting agendas for the quality assurance/provider relations staff.
- Create and submit documents to secure DODD continuing education credits.
- Participate in various projects as assigned by the Director of QA/PR.
- Complies with guidelines established by the Ohio Department of Developmental Disabilities (DODD) and the Ashtabula County Board of DD (ACBDD) policies and procedures regarding reporting of alleged abuse and/or neglect and other incidents as outlined in 5123:1-17-02: Addressing major unusual incidents and unusual incidents to ensure health, welfare and continuous quality improvement.
- Maintains clear communication within the program (e.g. periodically throughout the day checking and responding to emails, voicemails, fax and written communication, etc.)
- Performs other related duties as determined by the Director of QA/PR and the Superintendent.
- This position description is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class, and should not be interpreted to describe all the duties which may be required of employees holding a position assigned to this class.
MINIMUM ACCEPTABLE CHARACTERISTICS

- Associates Degree in related field.
- Courteous, respectful, and professional.
- Will work in an environment with children and adults with developmental disabilities and behavioral difficulties. Will be aware of potential for exposure to infectious disease and be expected to promote appropriate preventative approaches to maintain appropriate protocols.
- Knowledge and use of general office machines and office procedure. Ability to maintain client files and keep all information current and confidential.
- Working knowledge of rules of Ohio Department of DD.
- Demonstrates ability to adjust to and cope with changes in work schedule.
- Trained in the importance of confidentiality.
- Knowledge of how to maintain ongoing public relations activities and community awareness projects.
- Ability to interact with others in a professional and courteous manner. Ability to handle routine as well as sensitive issues presented by staff and the public.
- Displays exceptional organizational skills and attention to detail experienced in office management.
- Trained in basic and advanced computer skills. Must know Microsoft Excel, Word, and Publisher.
- Displays the ability to access information via the internet and compile it for use in a variety of projects as directed.
- Must possess a Driver’s License and acceptable driving record as stipulated by the Board’s insurance carrier.
- Possess excellent verbal and written communication skills.
- BCI background clearance.
- Current and valid CPR/First Aid certification.
- Must be able to work independently and as part of a team process.
- Ability to sit, stand, reach, push/pull and bend.
- Ability to lift 25 pounds.

Signature of Employee and Date:
I have read and understand this position description and to the best of my knowledge I believe I can perform these duties.

Signature of Agency Representative and Date: