



**POSITION TITLE:** QA Coordinator

**PRIMARY SUPERVISOR:** QA Director

**DEPARTMENT:** Quality Assurance

**SUPERVISES:** None

**STATUS:** Exempt

**SALARY RANGE:** Beginning salary will be commensurate with education and experience, and based on appropriate industry standards.

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**POSITION DESCRIPTION:** Under the supervision of the Quality Assurance Director. This position requires strong leadership, detail, and organizational skills, as well as the ability to work both independently and as a team.

**REQUIREMENTS & QUALIFICATIONS:**

Education and Experience:

1. Master's Degree Required
2. ASW, AMFT, LCSW, LMFT
3. A combination of training and experience exhibits the knowledge, skills, and abilities necessary to perform the essential duties of this position.
4. ACSW, MSW, AMFT, LCSW, LMFT
5. Must have experience with Los Angeles County Department of Mental Health Documentation
6. Has knowledge of psychological assessment, diagnoses and treatment planning as well as case management
7. Has working knowledge of Medi-Cal, LADMH, Wraparound/DCFS, HIPAA, and MHSA regulations

**DUTIES & RESPONSIBILITIES:**

**All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure that the core operating values and the strategic direction of the agency are adhered to.**

Knowledge of Medi-Cal, County DMH, MHSA, Wraparound, and HIPAA requirements and keeps current with all changes and new requirements.

Implements updated guidelines and new process changes and follows up with clinicians.

Conducts audits of clinical records and tacks all completed audits. Ensures all deficiencies are corrected Results of audits are shared with the Director of Quality Assurance.

Provide oversight and monitor qualification requirements for Evidence-Base Practices. Including Outcome review.

Works closely with the clinical directors, case managers, psychiatrists, and the entire clinical



staff to identify opportunities for improvement

Assesses and analyzes deficiencies in clinical records and identifies trends in deficiencies; develops and assists the Director of Quality Assurance in implementing corrective action measures and methods for improving the maintenance of clinical records. Recommends policies and procedures to facilitate communication and adequate information flow regarding quality assurance and compliance issues.

Responsible for the upkeep of clinical files, compliance with HIPAA regulations and all other procedures as necessary.

Assist in developing and maintaining Quality Improvement systems.

Provide Trainings, including but not limited to: Documentation Training and EHR Training. Attends internal team meetings as assigned.

Travel to other agency facilities to train staff, complete audits, and attend meetings as assigned.

Works closely with DMH, DCFS, and DPO staff as needed.

Attends staff and county meetings, including but not limited to monthly QA/QI LACDMH meetings, LACDMH QIC meetings, ACHSA meetings.

Represents program within the community.

Participates in training/meetings, as mandated by funding source/program supervisor.

Follows up on absences and consistency of treatment, assures that children and families are in compliance with funding source regulations/standards.

**Confidentiality and Privacy**

Adheres to all legal parameters for ensuring and maintaining clients’ confidentiality including HIPAA, State and Federal laws.

**Knowledge, Skills and Abilities**

Analytical Ability	Teamwork	Problem solving	Quality Management
Technical Skills	Interpersonal Skills	Excellent oral & written communication	Delegation
Business Acumen	Professional Demeanor	Strong Ethics & Judgment	Motivational skills
Must be adaptable	Excellent Attendance & Punctuality	Dependable	Takes initiative



*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.*

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The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

***To apply, please email resume along with cover letter to [hr@thevillagefs.org](mailto:hr@thevillagefs.org) with subject line QA Coordinator.***