



Job Title: Coordinator of Compliance and Quality Assurance

Department: Services

Reports to: Executive Director of Services

Status: Full-time

FLSA Classification: Exempt

Supervisory Duties: None

Objective:

The Mill Neck Family of Organizations is looking for an experienced, integral, Compliance and Quality Assurance Coordinator.

Reporting to the Executive Director of Services, the Coordinator of Compliance and Quality Assurance will oversee and maintain the integrity of the services program in accordance to the guidelines set up by NY State and Office for People With Developmental Disabilities (OPWDD) regarding operations as well as billing.

Duties/Responsibilities:

- Reporting non-Justice Center Events to OPWDD and Incident Management Unit
- Lead Incident Investigator for Mill Neck Services
- Maintain Mill Neck dedicated Mailbox from OPWDD
- Weekly Vaccination reports
- Oversight/Auditing of participant files to ensure proper audit standards are being met
- Billing Testing/Auditing
- On-Site Admin Staff for OPWDD/OMIG (Office of Medicaid Inspector General) Audits
- Coordination of Annual Satisfaction Surveys for OPWDD
- Assist with billing review prior to submittal
- Managing Storage/Archival of files
- CHOICES- Collect monthly roster-distribute and ensure correct
- Orientation for new employees
- Strategies for Crisis Intervention and Prevention Training
- Assist with Oversight of OPWDD Regulations
- Annual OPWDD in person training
- Election Visit Verification check with MITC punches
- MITC- assist with all aspects- adding/removing staff, individuals, running reports, being a liaison with MITC and HR
- ADA Compliance
- NY Attorney General- Inquires for non-profits
- Perform other duties as needed.



Required Skills/Abilities:

- Willingness to learn and communicate in American Sign Language.
- Expert ability to maintain confidentiality of information.
- Flexibility and strong work ethic.
- Accuracy and Attention to Detail.
- Excellent project management skills.
- Ability to convey technical information effectively.
- Well-organized, attentive to detail, and timeliness.
- Experience working with complex data and computer applications

Education and Experience:

- Bachelor's degree.
- Experience with Not-for-Profit Organizations preferred.
- 5 years OPWDD experience

How to apply:

Please apply by sending your resume to **Careers@millneck.org** and listing the position you are applying for in the subject line. Please be sure to note your salary expectations. We'd love to hear more about you and your passion for our company so please feel free to send a letter, video, comic monologue, or whatever best showcases you. Thank you for your interest in working with us!

Mill Neck Family of Organizations is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.