



Job Summary

FOCUS Accreditation is currently seeking a highly detailed and organized individual to fill our Accreditation Coordinator role at our main office. This position reports directly to the Executive Director and will be responsible for all aspects of our accreditation processes, client support, systems review and implementation and quality assurance within our own organization. The Accreditation Coordinator is responsible for coordinating all aspects of onsite validations/accreditation's, with Human Service organizations. In addition to onsite validations, the position is also responsible for coordinating annual learning events, information webinars, and business development.

Travel is essential for this position.

Responsibilities and Duties

Promote agency-wide continuous quality improvement by assessing processes and making recommendations for improvements to enhance efficiency, effectiveness and productivity consistent with the organization's goals, values and vision.

Conduct monitoring procedures such as data gathering, data review/analysis, and document/case file review, verification, and criteria development and make recommendations for improvement as appropriate.

Responsible for on-going, practice, training implementation and review of the FOCUS standards.

Conduct orientation sessions and introductory webinars with clients.

Conduct and complete formal desktop review of submitted documentations, providing ongoing support to organizations.

Administrative duties as required.

Please note, this list is not exhaustive.

Qualifications and Skills

Bachelor's degree required; however, consideration will be given to suitable combinations of education and experience also.

Minimum 3-5 years of related experience in the Human Services field in a leadership role.

Strong analytical skills, critical thinking, and attention to detail are a must for this position.

An energetic, diligent work ethic and able to work with little supervision.

Work well under pressure and demonstrated ability to prioritize and manage multiple projects simultaneously.

A current, clear Police Vulnerable Sector Check is required.

A clean, valid driver's license and readily access to own vehicle is required.

Benefits

We offer a flexible schedule. We offer free courses and workshops for all of our employees. Benefits may be available.

Closing Date: January 5, 2018. If you meet the entrance criteria, hold similar values of FOCUS Accreditation and are looking to join a dynamic team that works hard to empower and support organizations in the human services sectors, please email only (please no phone calls) your resume and cover letter to Cheryl Whiteman, Executive Director.

We thank all applicants for their interest; however, only those applicants under consideration will be contacted.

www.focusaccreditation.org