

Job Title	Full-time Contract Evaluator (QUALI0212)
Employer/ Agency	DePelchin Children's Center
Job Description	<p>DePelchin is seeking a Quality Improvement Specialist to work with the Quality Improvement and Grants Management teams to ensure all grants and contracts meet their compliance and quality improvement goals.</p> <p>DePelchin is seeking a results-oriented individual to work with the Grants Management and Organizational Effectiveness team. This person will be responsible for ensuring all grants and contracts meet their compliance and quality improvement goals. Duties associated with the roles and responsibilities of this position include:</p> <ul style="list-style-type: none"> • Process, monitor and analyze longitudinal data bases that are used to evaluate and document compliance and quality improvement initiatives • Facilitate technical assistance workshops for agency staff to ensure that all operational procedures are in line with all accreditation standards • Monitor the implementation of grants and contracts, and ensuring that all policies and regulations are followed • Compile, analyze and report Performance and Quality Improvement initiatives and indicators.
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree required. • Two years' experience working in social service capacity/setting. • Computer literacy with advanced Excel skills. • Must be analytical, detail-oriented, self-motivated. • Ability to work effectively both independently and within a team. • Must be able to produce accurate data and apply reasonableness to reach valid conclusions/recommendations.
Salary/Hours	Full-time (40 hour work week), Exempt
Employer/Agency	DePelchin Children's Center
Address	4950 Memorial Drive
City, State, Zip	Houston, TX 77007
Contact Person	Helen Powell
Contact Title	HR Recruiter

Telephone Number	713-802-7643
Fax Number	713-802-7676
Email Address	careers@depelchin.org
Application Method	Apply online to https://www.depelchin.org/browse-jobs/
Opening Date	Immediate

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