TN Department of Disability & Aging

Accreditation Specialist
Greene County
Salary: $4,017 - $5,028 (Monthly) / $48,204 - $60,336 (Annually)

Job Description

The Department of Disability and Aging ("DDA") is seeking an Accreditation Specialist. This classification is responsible for the implementation of Accreditation activities, using Council on Quality and Leadership's (CQL) tools, which include Personal Outcome Measures (POM) interviews and Basic Assurances (BA) reviews. Accreditation Specialists will be responsible for completing the POM and BA certification process, facilitation of these processes, data collection, and advocacy work. The Accreditation Specialist perform job responsibilities according to the guidelines established by CQL's Accreditation requirements. Accreditation Specialists clearly communicate the Department of Disability and Aging's value and mission, how accreditation relates to the mission and values, self-advocacy initiatives, directives, federal and state requirements to internal and external stakeholders.

The Accreditation team is a unit established to ensure that DDA maintains Accreditation status through Personal Outcome Measures (POM) interviews, Basic Assurances (BA) reviews, Facilitation of POM training, data collection and establishing a Self- Advocacy program.

Key Responsibilities

• Facilitates Personal Outcome Measure (POM) Workshops at various organizations to teach staff the principles of The Council on Quality Leadership (CQL). Responsibilities associated with POM workshops include, but are not limited to organizing the workshops, developing agendas, conducting the workshops, and identifying staff to participate.
• Complete POM interviews with people who are receiving services through DDA. Responsibilities include but are not limited to communicating with internal and external customers to gather information regarding people and services they receive, calling/emailing people and provider agencies to schedule interviews, conducting POM interviews with people, documentation of results of POM interview, decision- making, data entry, and following up on all areas of improvement identified.

- Facilitate Basic Assurance (BA) Reviews at various organizations. Responsibilities associated with BA workshops include, but are not limited to organizing the reviews, developing agendas, conducting the reviews and identifying staff to participate.
- Collect and compile POM and BA sample information for Accreditation visits.
- Ensures department is in compliance with and maintains CQL Accreditation.
- Presents information regarding POM workshops and BA reviews to organizations in order to develop interest recruit potential hosts for these activities.
- Provides requested resources to organizations that pertain to the POM and BA reviews.
- Generates reports for data and quality enhancement purposes.

Education and Experience

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of accreditation, education, educational support, early intervention, social work, case management, or similar work.

Substitution of Experience for Education: Qualifying accreditation, education, educational support, early intervention, case management, or similar work may substitute for the required education on a year-for-year basis to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in education, social work, childhood development, or similar field may be substituted for the required experience on a year-for-year basis to a maximum of two years.

OR

Three years' experience providing case management services within the Department of Developmental and Intellectual Disabilities.

Additional Special Qualifications

- Completed a background check in a manner approved by the appointing authority
- Possess a valid driver's license
- Ability to demonstrate strong ethics, values, and integrity.
- Skilled in communication, time management, problem solving, effective listening skills, and critical thinking skills.
- Must obtain and maintain certification from CQL in POM interviewer, POM workshop facilitator and BA reviewer.

About DDA

The Department of Disability & Aging is the state agency responsible for providing services and support to more than 1.5 million Tennesseans with intellectual and developmental disabilities and to older Tennesseans. For people with intellectual and developmental disabilities, this is done through the home and community-based waiver programs, Tennessee Early Intervention System ("TEIS"), Katie Beckett Program, Medicaid Alternative Pathways

("MAPs") Program and Family Support Program. For older adults, some of those programs include CHOICES, State Health Insurance Assistance program ("SHIP"), home and community-based programs, nutrition services, caregiver support, transportation assistance, and public guardianship.

The department supports people to live the lives they envision for themselves by ensuring people are free to exercise rights, engage with their broader communities and experience optimal health. DDA is the first state service delivery system in the nation to receive Person-Centered Excellence Accreditation from the Council on Quality and Leadership. It has also been recognized as a national leader in its efforts to increase competitive, community-based employment outcomes for people with disabilities and its commitment to enhancing independence through Enabling Technology.