



Quality Assurance Fidelity Specialist

Employer

Cowley County
311 E 9th
Winfield, KS 67156

Job Description


DATE: July 1, 2022
JOB TITLE: Quality Assurance Fidelity Specialist
DEPARTMENT: Youth Services/Community Corrections
REPORTS TO: Youth Services/Community Corrections Director
FLSA STATUS: Non-exempt
SALARY GRADE: E

Position Summary:

Under the supervision of the Youth Services/Community Corrections Director, the primary responsibility is to conduct quality assurance reviews and model, coach, and provide continuous quality improvements for all staff implementing evidence-based programs, practices, and services for both juveniles and adults. The Fidelity Specialist will assist staff with identifying and tracking needed outcomes, providing quality assurance, verifying programs are being taught to fidelity and coach staff so they are knowledgeable and confident to provide quality programming and services to the clients and families we serve. The Fidelity Specialist shall be trained in all programs and tools used by CCYS/CC and will work with all staff implementing evidence-based programs or services.

Essential duties and responsibilities

- Help staff with modeling, coaching, and continuous quality improvement.
- Coach staff so they are knowledgeable and confident to provide quality programming and services.

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- Assist staff who are implementing evidence-based programs or services with developing, identifying and tracking needed outcomes.
 - Conduct file reviews for all CCYS/CC programs, both physical and virtual files.
 - Observe programs to verify they are being implemented with fidelity.
 - Develop, maintain and review surveys, data and/or pre and post-tests that relate to fidelity.
 - Provide fidelity and quality assurance for all staff administering evidence-based programs.
 - Communicate with the authors of programs, other agencies, and the Director regarding fidelity measures and/or quality assurance changes.
 - Train in all programs and/or services provided by CCYS/CC.
 - Monitor and evaluate program service delivery, agency outcomes and performance measures.
 - Conduct annual agency program reviews.
 - Conduct all quality assurance tasks required by Kansas Department of Corrections (KDOC) standards.
 - Work with the Director to identify and problem solve gaps in services and barriers in programs and services.
 - Conduct trainings (one on one or in groups) as needed for staff to meet fidelity and quality assurance measures.
 - Take part in evidence-based programs forums to connect with others teaching and to obtain ideas to improve local programs.
 - Work with the Director to assist staff to meet fidelity and quality assurance measures.
 - Work with the Director to develop and/or implement best practice measures to track outcomes, develop forms, etc.
 - Work with the Director and Regional Program Consultant to review and assist staff in completing and implementing Violation Level Reports (VLR) and cognitive forms correctly with clients.
 - Provide support and coordinate services and programming for staff implementing evidence-based programs or services.
 - Maintain data, statistics or reports as directed.
 - Perform work related duties in accordance with the CCYS/CC Policies and Procedures as well as KDOC state standards.
 - Complete orientation, initial and annual training as set by policy and procedures.
 - Develop and/or maintain documents to track quality assurance and staff progress.

Marginal duties and responsibilities

- Complete monthly reports.
- Attend staff meetings as scheduled.
- Gather surveys from clients and families.
- Research federal and state grants for funds to implement programs and services that may enhance departmental services.
- Assist in preparing, updating and maintaining Policies and Procedures for services and programs.

- Other related duties as assigned by the Director.

Position Requirements:

Experience:

This position requires comprehensive knowledge in administering programs to fidelity, modeling, coaching and providing continuous quality improvement for staff implementing evidence-based programs. Experience teaching evidence-based programs and working with fidelity measures is preferred. Must be 19 years of age or older and must pass KBI/DCF Child Abuse Registry check.

Education:

Bachelor's Degree from an accredited college or university in criminal justice, human relations, sociology, social work, education, psychology, counseling or a related field.

Skills:

- Knowledge of Juvenile and Criminal Justice Systems and best practices
- Ability to model, coach, teach, and provide constructive feedback
- Skilled in record/data keeping and computer experience skills
- Ability to receive and convey detailed information or important instructions and extensive problem solving
- Ability to establish and maintain effective professional working relationships with others
- Ability to comprehend, interpret, and comply with rules and regulations
- Ability to prepare reports
- Ability to communicate effectively orally and in writing
- Ability to maintain confidentiality
- Ability to pass random drug/alcohol-screening tests
- Obtain/maintain a valid Kansas Driver's License

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job related responsibilities and tasks other than those stated in this specification.

Accountability:


Problem solving, and decision making is a factor in this position. Must have the ability to weigh information and support decisions by fact, document and testify in court.

Supervision:

Employee does not have supervisory responsibilities over subordinate personnel.

Working Conditions:

Duties are performed primarily in an office setting. Must be able to operate a telephone, computer keyboard, copy machine, and fax machine. The noise level in the work environment is usually quiet to



moderate. Performs work safely in accordance with County safety program and departmental safety procedures.

Physical Requirements:

Mostly sitting and standing; occasional stooping, lifting, carrying, reaching pulling; walking; frequently speaking, writing, and listening. Ability to endure verbal and mental abuse when confronted by hostile views and opinions. Requires sufficient strength and coordination to defend oneself from attack.

Apply

Applications may be picked up in the County Administrator's Office or to apply on-line please visit our website at <https://www.cowleycountyks.gov/employment>. Please e-mail to all applications to: Administrative Services Manager at mread@cowleycountyks.gov located at 311 E. 9th Winfield, Kansas 67156.

Cowley County is an Equal opportunity Employer. Positions are open until filled.

