

UNION SETTLEMENT

Union Settlement Association, established in 1895, is one of the largest social services agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has over 400 dedicated full-time and part-time employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: QI Director

Department: Early Childhood Education

Reports to: Director of Early Childhood Education

Hours: Full-Time

FLSA: Exempt

Position Summary:

The QI Director leads and directs processes and overall quality improvement activities that meet regulatory requirements and improve overall quality of services to children and families served; develops programs and systems to review and evaluate child care services and outcomes, implements a strategies and plans for a quality improvement function within the facility in collaboration with the site educational directors; tracks and presents results of improvement efforts and ongoing measures of ongoing processes to management. The QI Director has detailed understanding of Early Learn and can skillfully use the techniques of system design, project management, quality improvement, outcomes measurement, and statistical analysis. The QI Director is responsible for ensuring conformance to regulatory requirements and contractual obligations.

Responsibilities:

- Assist Leadership in collecting data and reports related to funder/contract outcomes
- Monitor and Maintain Child Care Software programs (ChildPlus)
 - a. Able to run reports and track monthly data to records are being maintained to the highest of standards such as: Enrollment, Attendance, Child Health Data, Mental Health Data, Disabilities Data, Immunizations, Health Events, Behavioral/ Developmental screening.
 - b. Able to use ACS' Web Enrollment System to run reports and track data and trends
 - c. Able to use Teaching Strategies Gold to run child outcome reports and tracj data and trends
 - d. Manage staff access and training needs (Provide training to new staff/refresher training when applicable)
 - e. Manage and run annual Program Information Reports (PIR)
- Assist program staff in meeting Federal, State and local code and regulations and accrediting body standards (Including ACS, Head Start, and CACFP)

- Ensure compliance with ERSEA (policies regarding Eligibility, Recruitment, Selection, Enrollment and Attendance) in Head Start in accordance with Head Start Performance Standards.
- Conduct Monthly Audit and Case Record Review in all seven sites including FCC (ECE staff, FCC providers and child files)
- Prepare Monthly, Quarterly and Annual Reports for Leadership to review
- Coordinate with Leadership and staff to maintain corrective action plans and develop quality improvement strategies
- Collect and track Incidents that occur across all 7 sites and manage incident review committees
 - a. Run Quarterly Tracking Reports
 - b. Conduct Quarterly Incident Review Meetings
- Conduct and Track Consumer/Staff Satisfaction Surveys
- Other tasks as assigned

Qualifications:

- Bachelors required, Masters preferred
- Demonstrated knowledge of Early Learn preferred, but not required.
- Demonstrated knowledge of Head Start Performance Standards preferred, but not required.
- Bilingual (English/Spanish) preferred.
- Excellent organizational ability and interpersonal skills.
- Strong leadership, supervisory, and training skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Excellent computer skills.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to: jobs@unionsettlement.org

Please indicate QI Director in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER