

WELCOME TO CREST SERVICES!

We appreciate your interest in our organization. Please consider the following minimum qualifications prior to completing an application.

MINIMUM QUALIFICATIONS

- Credentials:** At least high school diploma with management experience in Human Services field. College degree or returning to college beneficial.
- Knowledge:** Demonstrated knowledge of basic human behavior, effective management, understanding of quality assurance techniques and local, state and federal regulations as they apply to Crest programs. Knowledge of MS Office, especially Excel a plus.
- Abilities:** Demonstrated ability to communicate verbally and in writing. Ability to coordinate policies and procedures among Crest programs and teach those to new employees along with assisting current employees gain greater understanding. Must be able to observe, identify, document, and correct, when necessary, quality indicators. Data entry and analysis, recognizing trends in service delivery. Must be able to perform program evaluations throughout Crest agencies. Good computer skills and ability to make 'day trips' to Crest communities outside of Des Moines.

AVAILABLE POSITIONS

Quality Improvement Support Person

The Quality Improvement Support Person is responsible for assisting the QIC (Quality Improvement Coordinator/QA Coordinator) in the supervision of quality services provided by Crest Services Programs. This includes review of contact notes & incident reports. The QISP assists with compliance with required guidelines for HCBS and promotes a vision of quality services beyond these guidelines for all Crest Services regardless of licensure or certification requirements.

**For more information, to apply, or for a detailed job description,
contact Jeff at 331-1200 EXT 231 by Friday, May 4, 2018**

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CREST SERVICES is a division of American Baptist Homes of the Midwest