



QI, COMPLIANCE, AND ADMINISTRATIVE GENERALIST

- The Mental Health & Recovery Board of Portage County is seeking a Part-time QI, Compliance, and Administrative Generalist to join its organization that plans, funds, and monitors mental health and addiction prevention, treatment, and recovery support services for the residents of Portage County. A bachelor's degree is required. Demonstrated experience in data entry and strong computer skills, including proficiency with spreadsheet and general ledger software. Skilled in conducting online research related to current laws and regulations. Capable of handling sensitive and confidential interactions—both by phone and in person—with members of the public and government officials. Flexible and adaptable, with the ability to shift priorities while maintaining focus on overarching goals. A proven team player with effective problem-solving abilities. Detail-oriented and accurate in daily tasks. Able to work independently and communicate effectively, while also collaborating well with others. Must possess reliable transportation, a valid driver's license, and current insurance. Salary is commensurate with experience with full health benefits and OPERS retirement.

Please complete the County Application Form and send a resume and a cover letter that describes the experience you have in the following areas that are a part of the QI, Compliance, and Administrative Generalist responsibilities:

- Aids in the creation of contracts (researching SAMS registration, Unresolved findings, updating Political Affidavits, tying out (validate and check for accuracy) and proofing
- Help track contract creation and logging contracts in the Contract Tracking Excel spreadsheet
- Work with agencies to send and obtain responses to quarterly and semiannual outcomes.
- Help maintain policies, proof policy updates, and collect documents needed to update the Culture of Quality Certification.
- Assist in the updating of the master schedule of Board policies as needed.
- Help monitor policy implementation and compliance.
- Aid in the monitoring of contract compliance.
- Learn necessary duties and act as backup to Fiscal Specialist when needed. (Input data into MUNIS, Sage50, Excel spreadsheets, create reports from MUNIS/Sage50.
- Maintain a calendar of fiscal and outcomes due dates.
- Provides back-up in the absence of the Administrative Assistant.
- Assist with complying with document retention and destruction schedules.
- Assist in tracking Board assets within the Board and with the Agencies
- Become familiar with the various Board positions and what they do and the ability to assist when needed.
- Become familiar with the agencies the Board partners with and their areas of responsibility, and work with them productively and effectively.
- Attend meetings as requested.
- Travel to the Portage County Office as necessary.
- Other duties/responsibilities as assigned by the Director of QI Compliance and Finance.

How to Apply:

The county application form is *required* when applying.
Please complete the County application on the Portage County HR website link below.

**Resume and cover letter can be faxed, emailed, mailed, or submitted in person
from 8:30 am to 4:30 pm Monday-Friday.
Search will remain open until the position is filled.**

PORTAGE COUNTY HUMAN RESOURCES

449 S. MERIDIAN STREET, 3rd FLOOR

RAVENNA, OHIO 44266

EMAIL: HRD@PORTAGECO.COM

FAX: 330-298-4225

www.co.portage.oh.us/human-resources/pages/job-opportunities

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)