

Elder Services of Cape Cod & the Islands Compliance Analyst

Performs quality assurance & compliance monitoring and testing to identify potential problems and ensure compliance with the requirements of regulatory Agencies. Assists in the development and implementation of tools, policies, and procedures to ensure the agency is in compliance with oversight agency requirements. Assists in the development of quality tools for new programs; reviews and modifies tools currently in use for program evaluation in order to improve program effectiveness. Conducts ongoing compliance monitoring; includes running reports, analyzing data & communicating to management. Analyzes results of data to determine repetitive problems, patterns, and trends. Develops recommendations for enhancements and remediation.

BS or AS Degree in computer science or related field plus 3 yrs relevant experience; or HS Diploma & 7 yrs of relevant experience. Working knowledge of computer systems & file management systems including, Microsoft Access, Excel, Word & Windows. Experience using relational databases, spreadsheets & software utilities. Knowledge of data collection systems, data analysis, standards & procedures, report production, & documentation. Proficient with numerical analysis & basic statistics. Ability to interpret regulatory guidelines from various funding sources. Experience in project management and quality assurance activities. Detail oriented, strong organizational, communication, and time management skills. Ability to work independently. Valid MA driver's license and car required.

Excellent benefits. Send resume to: Carole Mega, ESCCI, 68 Route 134, South Dennis, MA 02660 or fax 508-394-3712