

QUALITY SPECIALIST

Are you looking for a career and not just a job? Join De Paul Treatment Centers' Quality Management team in Downtown Portland, with easy access to the Max, Pearl District, and food cart blocks. We are currently seeking a full-time Quality Specialist to contribute in improving and maintaining quality of services. De Paul Treatment Centers is one of Oregon's oldest, most dynamic and largest providers of residential and outpatient chemical dependency treatment for adults and youth. Our mission is to create freedom from addiction for individuals, families, and communities.

POSITION DETAILS:

- **Position Title:** Quality Specialist
- **Employment Status:** Full-time
- **Pay:** \$15/ hour

POSITION OVERVIEW:

The Quality Specialist plays a critical role in documentation review for all levels of care for all of our locations. This position provides a link between clinical and billing staff to further the mission of De Paul and to support De Paul's clients. The Quality Specialist will review clinical documentation for completeness and accuracy. They will review and prepare monthly and quarterly reports and communicate with varied internal and external parties to solve identified issues.

QUALIFICATIONS:

- Comprehensive understanding of compliance standards for quality care
- Proven ability to communicate effectively with internal and external customers
- Strong computer skills (must be proficient in Word, Excel, and Outlook)
- Attention to detail
- Effective prioritization and multitasking skills
- Preferred candidates will have a clinical background or Knowledge of substance-use & mental health disorders

We encourage applications from those in recovery, but we require 2+ years of continuous sobriety for candidates who identify with being in recovery. A DHS criminal background investigation is conducted on all new employees. Convictions are evaluated for each position and are not necessarily disqualifying.

BENEFITS:

- Regence BlueCross BlueShield medical insurance
- Comprehensive dental and vision insurance
- Flexible Spending Account (FSA)
- 401K plan with Employer Matching up to 6%
- 4 weeks paid vacation & sick leave
- 10 paid holidays, paid bereavement and paid jury duty days
- Employee Assistance Program

- Discounted 24 Hour Fitness membership from \$6.99/month
- Discounted meals (\$2) on-site
- Online education tools for CEUs

TO APPLY:

Please submit your resume and cover letter to: jobs@depaultc.org

De Paul Treatment Centers, Inc.

Attn: Human Resources

PO Box 3007

Portland, OR 97208-3007

De Paul is an Equal Opportunity Employer