

Practice Improvement Specialist

The Pennsylvania Association of Area Agencies on Aging (P4A) is recruiting an experienced Practice Improvement Specialist to join P4A as a reliable team member. The responsibilities of this position include:

- Coordinating Area Agency on Aging (AAA) Network Quality Assurance efforts, including measurement, monitoring, reporting, and needs assessments.
- Identifying training and technical needs and opportunities for agencies and individuals experiencing similar challenges.
- Identifying and summarizing best practices in programs; developing a working repository of tools, resources, and best practices; exploring the possibility of establishing standards of practice and excellence.
- Organizing and facilitating committees, workgroups, and/or communities of practice focusing on improving AAA and network performance.
- Helping AAAs develop practice improvement plans and priority areas with specific, measurable, action-oriented, result-based, timely goals and objectives.
- Investigating and recommending structural improvements to aging services programs, policies, and other broader aging services system elements.

Applicants must possess an Associate degree and a combination of seven (7) years' experience in the aging or social services field; OR Bachelor's degree in Business Administration, Public Administration, Social Work or related field; OR Master's degree in Business Administration Public Administration, Social Work or related field OR similar training and experience; AND a minimum of five (5) years of demonstrated progress within the aging or similar field. Must have knowledge of process improvement and quality assurance techniques and demonstrate skills to understand and interpret data. Excellent verbal and written communication skills and advanced computer skills are required. A valid PA Driver's License and access to reliable transportation are also required. Regular travel to P4A's office in Harrisburg is required. We offer an excellent benefits package that includes group health, vision and dental insurance and a generous retirement savings plan.

Interested applicants should email admin@p4a.org a cover letter, a two-page resume, and three work-related references.

The subject line of the email must include a reference to "Practice Improvement Specialist."

Applications and resumes will be accepted through September 30, 2021.