



## Example of Quality Consultant Job Description

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Our company is growing rapidly and is looking to fill the role of quality consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for quality consultant

- Rehabilitation knowledge to understand the best case management approach for customers
- Understanding of how their decisions affect customers and business outcomes
- Cross enterprise collaboration skills, a positive attitude and good interpersonal skills
- A strong focus on ensuring quality is maintained and delivered across the business
- Open and honest manner and strong communication skills both written and verbal
- Ability to build rapport with team members to deliver effective coaching through a partnership approach
- Deliver feedback to the Case Manager during coaching sessions, where a Progression Plan for ongoing coaching and development will be established
- Review and quality check Statements of Advice (SOA), marketing and other advice documents to ensure compliance, legislative and licensee standards are being met
- Contribute to the continuous improvement of vetting processes by participating in team meetings, providing feedback on and discussing breaches of standards with the team during regular meetings
- Contribute to risk minimisation by identifying potential risks within the vetting processes and discuss possible solutions with the National Manager,



## Qualifications for quality consultant

- Bachelor's Degree or 3 years of experience with quality in a managed care environment
- Ability to read, analyze data reports, complex compliance procedures, and governmental regulations
- Work within deadlines being resourceful, demonstrating independence, and using self-management
- RN or clinical license a plus
- Residence in the geographic area of Saint Petersburg, FL
- Expertise with Microsoft Excel with experience understanding/creating graphs and pivot tables