About Jericho Project

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 39-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 9 residences in the Bronx, Harlem, and Astoria, as well as scatter-site apartments throughout NYC.

About the Position

Jericho Project is seeking a driven and enthusiastic Quality Assurance Analyst. The QA Analyst will be responsible for supporting the Government Contracts and Quality Assurance Manager in overseeing data collection and reporting on range of government grants and contracts. The selected individual will help ensure that Jericho Project is compliant with all government grant-related reporting and policy requirements.

Responsibilities:

➢ Provide quality review of imported and exported data.
➢ Processing confidential data and information according to guidelines.
➢ Providing technical expertise on data storage structures, data mining and data cleansing.
➢ Managing master data, including creation, updates, and reconciliation across multiple sources.
➢ Data entry, collection, reporting and analysis for internal and external stakeholders, across multiple database systems.
➢ Create custom reports and dashboards to share data across departments, teams, and the organization.
➢ Collaborate on the development and implementation of routine processes for monitoring data quality, accuracy, and completeness across all platforms.
➢ Conducts periodic chart audit and quality review of service documentation.
➢ Co-manage user roles, security, profiles, and other configuration options in the Electronic Health Record and other database systems.
➢ Provide support and training to users in the Electronic Health Record systems; trouble shoot and resolve issues across the data and reporting environment.
➢ Participate in projects to improve use of the Electronic Health Record, including working with staff and external consultants to implement enhancements to the system.
➢ Serve as backup System Administrator for Electronic Health Record and other systems.

- Supports manager in the responsibility of data quality relative to program evaluation and policy compliance on a range of single or multiyear contracts with various entities (DOHMH, DHS, HRA, HUD, VA, CARF, etc.).
- Collect program information to complete government progress reports and other funder required reports as assigned and required.
- Policy and compliance research and process implementation.
- Performs other related duties as assigned.

Requirements:

- Bachelor's degree.
- At least 2 years of experience with grants and contracts in government, healthcare, human services, or other related setting.
- Proficient in the use of Microsoft applications and business computing software including intermediate to advance experience with Excel, Word, Power Point, Outlook, Adobe.
- Excellent interpersonal, written, and verbal communication skills.
- Demonstrated experience in handling large data sets and relational databases.
- Ability to translate business requirements into non-technical, lay terms.
- Ability to analyze existing tools and databases and provide software solution recommendations.
- Ability to work independently and collaboratively, set priorities and exercise sound judgment.
- Excellent attention to detail, and strong project management skills
- Knowledge of online systems preferred, including NYC HHS Accelerator, NYC Passport, Grants Gateway, AWARDS, TMS/NYCMED, CAPS, E-SNAPS and SAGE.
- Passion for Jericho's mission, values, and approach.

Compensation:
Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

How to Apply:
Interested applicants must submit a resume and cover letter with salary requirements to:
      Human Resources Department
      Jericho Project
      Job Code: Quality Assurance Assistant
      245 W. 29th Street, Suite 902
      New York, NY 10001
      Fax 646.624.2301
      careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org