



Position Posting Community Support Advocates

Position: **Quality Assurance Manager**

Location: 6000 Aurora Ave Suite B, Des Moines, Iowa 50322

Status: Full Time (40 Hours weekly)

Department: **ISA Program**

Community Support Advocates partners for growth and resiliency with individuals and families experiencing disabilities in Central Iowa.

Responsibilities: The Quality Assurance Manager is a full-time support position designed to assist in the provision of services within Community Support Advocates. The primary responsibilities of the Quality Assurance Manager include tracking and processing Medicaid billing, auditing files and reviewing documentation to determine billable units, service delivery and follow through, and assisting the Director of Operations with clerical and administrative duties as required.

Qualifications: Must be at least 18 years of age with a Bachelor's Degree in Human Services or related field.

One year of experience working with QA, Medicaid Billing and disability service delivery required.

Starting Salary: \$18.00 per hour

To apply: Send your resume and cover letter to Annetteg@teamcsa.org to apply.