

HumanKind Quality Assurance Assistant

Description of Position

The Adult Services Sponsored Homes at HumanKind provides the around-the-clock care of a group home but in a smaller, more intimate home environment. This position is to help support the program by providing administrative and clerical support to the Quality Assurance Team. The need is to fill gaps in our Directory, Electronic Health Records System, and Learning Management System in order to provide reports, process auditing, and to track patterns related to services provided to Adults with Development Disabilities served in Sponsored Residential Homes. The typical hours of operation are between 9am-4pm, Monday through Friday.

The student will report to the Liberty University Federal Work Study Coordinator and the HumanKind Quality Assurance Manager. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

HumanKind
1903 HumanKind Way
Lynchburg, VA 24503

Job Responsibilities

- Updating spreadsheets
- Scanning files and organizing them into our online electronic health records and learning management systems
- Conduct surveys and phone inquiries with third party organizations.
- Conduct basic audits
- Help create, implement, and update forms.

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14.41 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. The application can be found on the [Human Resources Job page](#).