



**QUALITY ASSURANCE ADMINISTRATIVE ASSISTANT
PART-TIME, HOURLY, APPX. 20 HOURS/WEEK
STATE OFFICE – COLUMBIA, SC**

Part-time, hourly position available in the Columbia, SC office, and will report to the Director Performance and Quality Improvement or designee. Position working for a dynamic and impactful state-wide non-profit available. SCYAP offers the opportunity to work with and make a difference in the lives of vulnerable, at-risk children and adolescents across the state of South Carolina.

SCYAP is seeking a task- and detail-oriented, self-motivated individual who works as a part of a team which ensures the collection, organization, review, and filing of program documentation to ensure Medicaid, regulatory, program, and COA compliance. Duties will include, but will not be limited to: assists in maintaining a system to track, monitor, and file confidential client in accordance with regulations per service/program; data entry and integrity of client information; provides assistance in response to record requests; produces status reports for documentation compliance according to programs/services; functions as part of the QA team responsible for implementation of electronic medical records (EMR) and the transition of functions from paper to electronic records as needed.

Minimum of a high school diploma or equivalent. Excellent typing and overall business skills. Experience and proficiency in the use of various office machines, including computers. Sound knowledge of agency programs, procedures and policies. Well organized and able to interact effectively with agency staff and general public. Capacity to work well independently, as well as interact professionally with staff. Experience with record filing, computer databases, and creating reports.

For immediate consideration e-mail resume to:

**South Carolina Youth Advocate Program
140 Stoneridge Drive, Suite 350, Columbia, SC 29210
Attn: A. Roddy/State HR
E-mail: aroddy@scyap.com**

Please indicate position in subject line. No phone calls please.

We are an Equal Opportunity Employer - M/F/D/V