Accreditation Specialist   
Position Description

# TITLE: Accreditation Specialist

###### **STATEMENT OF RELATIONSHIPS**

* 1. Immediate Supervisor: Chief Operating Officer (COO).
  2. Supervisory Responsibilities: The incumbent has no supervisory responsibilities.
  3. Close Working Relationship: CoARC Chief Executive Officer (CEO), Chief Operating Officer (COO), CoARC Staff, CoARC Board members, Site Visitors, and program key personnel.
  4. Working Conditions: This is a full-time, salaried, exempt position requiring some weekends and evenings; the ability to travel required (i.e., to attend all CoARC Board meetings; other travel may be required at the request of the CEO in support of CoARC’s mission).

1. **PRIMARY FUNCTIONS**

The Accreditation Specialist is responsible for (1) planning, implementing, and managing all aspects of the accreditation application and self-study review process, (2) serving as the primary contact for all CoARC Referees and programs during the accreditation application and self-study review process, (3) assisting the DAS and DSVO in the coordination and implementation of all activities involving the delivery of accreditation services for CoARC, (4) supporting the day-to-day operations of the Executive Office, and (5) any additional duties or tasks assigned by the COO or CEO.

1. **DUTIES AND AREAS OF RESPONSIBILITY**

## Board Meetings:

1. Assist in compiling and preparing Program Source Book and other materials for Board meetings as requested by the COO or CEO.
2. Attend Board meetings, and record minutes on all Board activities.
3. Prepare assigned sections of Board meeting minutes.
4. Request and gather Board Participation Agreements from all Commissioners.
5. Perform/assist with any other special projects assigned by the Board, COO, or CEO.

**Staff Liaison Committee Assignments:**

**Application and Self-Study Review**

**Strategic Planning**

1. After consulting with Chair, coordinate meeting availability for Committee members.
2. Prepare agenda, folders, and meeting materials for assigned committees for each Board meeting.
3. Prepare minutes/reports for assigned committees.
4. Execute any and all tasks relating to assigned committees.
5. Communicate important information to the committee Chairs listed above.
6. Prepare, design, and disseminate web-based surveys for assigned committees and compile summary composites of data collected.
7. Assist with implementing site visitor training.

#### **Accreditation Process:**

1. Assist program personnel with questions about the Letter of Intent (LOI), accreditation process, and self-study process before LOI is received.
2. Receive all LOI applications, track deadlines for the submittal of additional documentation, and assign a Referee.
3. Review/process LOI and enter data in Zoho.
4. Receive and organize the clinical affirmation forms (CSAFs) and off-campus laboratory forms according to LOI; notify PD of missing information. Return forms if info is incorrect or missing signatures. Upload for Admin Review.
5. Once everything is received, uploaded to Egnyte and link is sent to CEO for Admin Review.
6. Follow-up and add Response to Admin Review to LOI.
7. Assign/email Referee, share links/docs. File & link in Zoho. Email PD of Referee assignments. Set pendings and update Excel tracking document.
8. Reassign programs from Referees that have completed their tenure; transfer all program materials to new/existing Referees, informing the program of Referee change.
9. Prepare and send Referee reassignment notices to programs and Referees, informing them of the Referee change.

**Self-Studies:**

1. Track, monitor, and prepare all self-study due requests for programs.
2. Assist program personnel with questions related to completing self-study.
3. Receive self-study submissions.
4. Download a copy of the self-study. Notify PD of receipt of the self-study.
5. Review all accreditation applications and verify that demographic information in the Self-Study matches Zoho and correct as necessary.
6. Compile Self-Study Program Personnel and Student Questionnaires.
7. Assist the CEO and referee in previewing each self-study report for accurate data; Contact the program director for missing information.
8. Once Admin Review is complete, develop an email and list all items missing from Admin Review to PD. Answer questions about the information requested. Receive Response to Admin Review and file additional documents to the self-study.
9. Assign a Referee as needed.
10. Email Referee link to self-study docs and email PD of Referee assignment. File/link Self-Study to Zoho, set pendings, and update Excel tracking document.
11. Send, monitor, and track Referee correspondence:
    1. Referee’s Analysis of Self-Study.
    2. Referee’s Analysis of Site Visit Report.
    3. Reminder notices to programs for outstanding documents.
    4. Receive and file all incoming ‘Responses to RA of SSR’ and confirm upon receipt.
    5. Ensure the RA of SSR is updated after reviewing the program’s response.
    6. Notifications to referee on program self-study.
    7. Send out reminder notices to the referee of any outstanding documents.
    8. Provide a list of outstanding items upon request by the referee.
    9. Ensure the CEO/COO has reviewed all of the program responses and the RA of SSR before sending them to the program.
    10. Inform CEO/COO of any outstanding reports or issues.
    11. Organize, file, and link all correspondence with each program and their assigned referee.
    12. Set alarms for future program actions in Zoho.

## General

1. Update and maintain the CoARC website including job board posts.
2. Monitor program websites to ensure they are compliant with CoARC disclosure requirements.
3. Plan, design, present, and evaluate training materials and newsletters for educators and volunteers.
4. Provide support for CoARC webinars and workshops.
5. Collect and update information to maintain accreditation databases and records.
6. Assist in the coordination, direction, and fulfillment of special projects.
7. Undertake and support any policy, change, system, or work rules the organization implements regarding the purpose of this position.
8. Maintain amicable work relationships with staff and perform all essential job functions in an environment that will sometimes include increased levels of work-related stress.

**V. PHYSICAL REQUIREMENTS**

1. Must be able to sit and/or stand for up to eight hours at a time while performing work duties.
2. Must be able to bend, stoop, push and pull in the performance of office-related duties.
3. Must be able to use fingers bilaterally and unilaterally (one-handed) to operate office equipment, such as computer, printer, copier, etc.
4. Must have vision and hearing corrected to be able to legally operate a vehicle in various environmental and traffic conditions.
5. Must be able complete routine office-related duties.
6. **KNOWLEDGE/SKILLS/ABILITIES**
7. Bachelor’s degree in education, business, or a related field.
8. Valid Registered Respiratory Therapist (RRT) credential.
9. At least three (3) years of relevant work experience.
10. At least three (3) years of administrative, coordinating, or academic experience with a CoARC-accredited program (preferred).
11. Proficient with the use of technology to organize and execute program/project activities (e.g., Microsoft applications).
12. Proficient with electronic databases, virtual meeting platforms, and data manipulation.
13. Proficient with posting and interacting on social media platforms.
14. Demonstrated ability to compose correspondence and standard operating procedures.
15. Independently compose correspondence and standard operating procedures Interpret, edit, and review content for reports.
16. Monitor business processes and recommend improvements.
17. Communicate effectively and professionally, both orally and in writing.
18. Demonstrated ability to work independently with minimal supervision.
19. Demonstrated ability to interact in a professional manner with CoARC staff, volunteers, program personnel, external agency personnel, and the public.
20. Demonstrated ability to work with teams.
21. Demonstrated ability to deal discreetly with confidential information.
22. Initiate and manage multiple projects with competing deadlines and prioritize workload.
23. Interact in a professional manner with CoARC staff, volunteer leaders, members, and other key stakeholders.