

JOB DESCRIPTION

Position:	Standards & Accreditation Specialist
Department:	Standards and Accreditation
Supervisor:	Director
Employment Status:	Full-Time/Exempt/At-Will

Position Description:

Serves as the Association's principal contact with correctional agencies in the states assigned. Furnishes audit materials, provides standards interpretations, schedules audits and develops and maintains records relating to standards and accreditation business. May also serve on various grants or contracts with governmental and/or private agencies as described in the grant awards. Typically, the duties involve the management of new accreditation contracts and the completion of contracts. Serves as the principal manager of the accreditation process from the initial agency inquiry through contract completion. Coordinates meetings for Standards Committee and Commission on Accreditation for Corrections.

Essential Job Functions:

- Furnishes audit materials, provides standards interpretations, schedules audits and develops and maintains records relating to standards and accreditation.
- Provides technical assistance and consultation with local, county, state and private sector correctional practitioners in matters concerning accreditation and grant related programs.
- Plans, coordinates and participates as a moderator/trainer for various program activities at ACA conferences and department meetings.
- Serves as a principal staff person at accreditation hearings for candidate agencies from assigned states.

Position Requirements:

Education: Requires a Bachelor's degree in appropriate discipline; some degree requirements may be satisfied by completion of a career development program that includes work-related experience, training or college credits at a level of achievement equivalent to a Bachelor's degree.

Skills: Broad management skills in dealing with agency officials; a sound knowledge of marketing professional services; and the ability to translate general instructions and policies into specific actions. Must possess excellent public speaking skills to communicate to a variety of audiences; and the ability to provide general guidance to administrative staff with sufficient detail in order for them to accomplish the task in an expedient and efficient manner.

Relevant Experience: A minimum of two years work experience in a field relating to corrections and/or accreditation is desirable; related administrative experience and demonstrated management and leadership ability

Position Responsibilities:

Planning:

- Develops training curricula for presentations relating to the history of correctional standards, how standards are interpreted and applied and the accreditation process.
- Plans, coordinates and participates as a moderator/trainer for various program activities at ACA conferences.
- Coordinates various meetings, workshops and luncheons for ACA conferences.

Span of Control:

- Provides direction to administrative staff relating to accreditation.

Organizing:

- Develops and maintains programs for the accreditation audits.
- Prepares records of accreditation hearings.
- Reviews and analyzes self-evaluation progress reports and annual certification reports.
- Develops and maintains weekly projected audit lists
- Provides proposed agenda items for winter and summer meetings.

Routine Administration/Communication

- Solicits and collates proposed standards revisions.
- Presents testimony concerning accreditation before various legislative and judicial bodies.
- Responds to questions from agencies in assigned states regarding accreditation including standards interpretations and audit concerns.
- Serves as a principal staff person at accreditation hearings for candidate agencies from assigned states.
- Serves as a participant in accreditation training sessions.
- Writes standards and accreditation articles for ACA publications.
- Reviews final letters and visiting committee reports.