



NIQCA PEER REVIEWER POSITION DESCRIPTION.

RESPONSIBILITY: As part of an NICQA Review Team assess, with professional courtesy and objectivity, assigned areas of CAA management policies and practices using NICQA tools and standards. Score results and assist in preparing and presenting findings and recommendations aimed at strengthening agency operations.

ACCOUNTABILITY: NICQA Executive Director.

QUALIFICATIONS: An employed or recently retired senior agency manager with appropriate professional training and at least 6 years of work experience. Strong interpersonal and communications skills and an ability to commit the time required to complete assignments. Training and experience in one or more of the six NIQCA Self-Assessment Areas (Governance; Operational Management; Planning, Marketing, Fundraising; Information Technology, Human Resources, Finance and Budget) is required and knowledge of CAA operations is preferred.

DUTIES:

- Complete NIQCA Peer Review Certification Training and review and sign NICQA Confidentiality and Code of Conduct Agreements.
- Become familiar with and use the policies and procedures described in the NIQCA Peer Review and Self Assessment Manuals to conduct assigned site visits reviews.
- Receive and review assigned CAA Self Assessment information and documentation materials submitted in preparation for a Peer Site Review Visit.
- Attend and participate in Review Team meetings with CAA representatives and conduct document reviews and interviews with assigned CAA representatives required to rate compliance status.
- Participate with Team Members in assigning scoring ratings based on review.
- Attend and assist in presenting site visit Peer Review ratings and findings to CAA representatives.
- Assist as needed in the preparation of the final site visit Review Team Report.
- Immediately notify the Review Team Leader of any violations of law uncovered during the course of a Peer Review site visit.
- Immediately notify the Review Team Leader of any issues, conflicts, problems or concerns that might jeopardize or compromise the Site Review of an assigned CAA.
- Assist and support Team colleagues as needed and appropriate.
- Complete and return the Peer Reviewer Visit Evaluation Summary to the NIQCA office.

3/23/05