



APAH Quality Assurance VISTA

About APAH

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH exists to provide quality affordable housing and resident-centered programming to help our residents make the most of their home. APAH is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact and racial equity. APAH owns 22 communities and has developed more than 2,600 apartments, with an additional 1,500+ apartments under construction or in development throughout the region.

The VISTA member will aid in the refinement and execution of a Quality Assurance evaluation plan for the resident services team with the goal of enabling APAH to meet residents' needs more effectively and efficiently. The VISTA will also gain exposure and experience with database management, data analysis, data visualization, and evaluation practices in a social work setting.

Our Quality Assurance VISTA will:

- Support development of a Quality Assurance evaluation plan to help determine steps needed to measure the effectiveness of APAH's resident services programming
- Research and report on methodology, feasibility and potential biases
- Evaluate activities, outcomes and impacts using methods such as surveys, phone interviews, and case note audits
- Report findings and submit plan to senior leadership at APAH including the Vice President of Resident Services and the Deputy Director, Resource Development & Communications for review and feedback
- Analyze collected data to inform impact reports, board of directors presentations, County requests for data, etc.

The ideal candidate is/has:

- An Associates degree or higher preferred.
- Proficiency in Microsoft Office with an emphasis on Word, Outlook and Excel.
- Strong organizational skills and is a conscientious self-starter.
- Experience with data entry and has a strong attention to detail.
- Flexible and dynamic; appreciation of APAH's mission a must.
- Regular access to a vehicle recommended.

This is a full-time position. Workdays are Monday through Friday, with a total of 40 hours worked a week between the hours of 8 a.m. and 6:30 p.m. **The APAH Quality Assurance VISTA will serve from August 12 2024 until August 2025.**

Benefits

\$50 per month gas stipend, provided bi-annually. Our corporate office in Ballston is metro friendly and features free parking.

Equal Opportunity Employment

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall,

transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

Interested candidates must apply on the [AmeriCorps website](#). APAH will continue to accept candidates through Jul 12 2024.

APAH is an [E-verify employer](#) and will provide the federal government with Form I-9 information to confirm authorization to work in the US. APAH will only use [E-Verify](#) once a job offer is accepted, following submission of the Form I-9.

For more information about APAH, please visit us at <http://www.apah.org>.