PRAESIDIUM ACCREDITATION®

Accreditation Reviewer Service Description

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PRAESIDIUM

Accreditation Reviewer

OVERVIEW

The Praesidium Accreditation Process' mission is to help organizations protect those in their care from abuse and to help preserve trust in their organization. Praesidium Accreditation is a standardized, consistent, and objective process that allows organizations to publicly demonstrate their commitment to abuse prevention.

A cornerstone of the Praesidium Accreditation process is verifying an organization's commitment to abuse prevention through an on-site visit. Accreditation Reviewers play a pivotal role in fulfilling the mission and vision of Praesidium Accreditation. Accreditation Reviewers assist with Praesidium's site visit verification process ensuring organizations meet the highest standards in abuse prevention.

Accreditation Reviewers are individuals with industry and abuse prevention experience making them knowledgeable about the latest theory and practice providing varied perspective and additional expertise to support the organization with their accreditation efforts.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities represent the essential functions of this role that an individual must be able to perform:

- Maintain ongoing communication with Praesidium Accreditation team regarding availability based on visit needs and requests, contact information, employment, and expertise;
- Utilize available resources (e.g., accreditation guidebook, standards implementation guide, site visit tool etc.) to remain current with Praesidium standards, accreditation and visit processes;
- Collaborate with members of the Accreditation Team to conduct all aspects of the visit including but not limited to:
    - Interview personnel, persons served, and other stakeholders of the organization as directed to gather information relative to the accreditation process;
    - Observe organization processes and service delivery to gather information relative to the visit;
- Track and record all expenses, per established guidelines, for reimbursement and submit visit expense reimbursement requests within seven (14) days of completing the visit;
- Complete applicable online feedback questionnaires for each visit conducted;
- Participate in Accreditation Reviewer continuing education as required;
- Maintain current status as a Certified Praesidium Guardian.

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QUALIFICATIONS

The following qualifications represent the training, education, and/or work experience required to perform the essential duties and responsibilities successfully:

- Achieve and maintain active status with Praesidium Guardian Certification;
- Thorough understanding of Praesidium's Safety Equation and recommended best practices for preventing abuse;
- Have knowledge of and administrative/operational experience within a related industry/field that provides services, programs and/or support to youth or vulnerable adults;
- Understanding of Praesidium's mission, vision and the purpose of the Praesidium Accreditation program;
- Willingness and availability to assist with at least two accreditation site visits per calendar year including one visit within the first three months following initial training;
- Ability and willingness to travel to domestic locations and stay overnight, as needed;
- Authorized to work as a 1099 contract employee;
- Successful completion of a criminal background check and verification through the National Sex Offender Registry Public website.

DESIRED SKILL COMPENTENCIES

- Demonstrated maturity and good judgment;
- Demonstrated strong oral and written communication skills, including demonstrated skill and comfort with technology;
- Demonstrated strong observation skills;
- Demonstrated flexibility, patience, and objectivity;
- Ability to respect, articulate, and understand different viewpoints and to put aside assumptions that their own organization's practices are the best or only way to comply with standards;
- Ability to work as a member of a team;
- Ability to relate well to a diverse field of professionals;
- Demonstrated understanding of the complexities of different types fields/industry operations;
- Ability to relate to people in a positive and supportive manner.

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PERKS & BENEFITS

Accreditation Reviewers accrue several significant benefits for themselves, their organizations, and their professional fields.

Benefits for the Accreditation Reviewer and their organization:

- An opportunity to network and learn from other professionals while contributing to organizations' business and service delivery practices, performance, and quality of services;
- Development and broadening of leadership skills through Accreditation Reviewer training and visit experiences;
- In-house expert on current accreditation standards and processes to assist the organization with its performance improvement and accreditation activities;
- Knowledge sharing of national and international trends and best practices;
- Discounted access to a multitude of continuing education webinars, events, conferences offered through Praesidium;
- All travel, lodging and food expenses covered to and from site-visit;
- Daily stipend of $150/day;
- Safety Points to help maintain current status as Certified Guardian.

Benefits for the field:

- Peer review based on field-responsive standards that ensure quality services;
- The exchange of ideas and practices.

INDEMNITY STATEMENT

Praesidium provides Accreditation to assist in the prevention of organizational abuse. However, it must be noted that no system can guarantee prevention of abuse.

When all recommendations are implemented and maintained, a risk for abuse continues to exist, as the problem of abuse is pervasive and no system to date can assure complete safety.

Accordingly, **PRAESIDIUM MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND MERCHANTABILITY, REGARDING THE SUCCESS OR FAILURE OF THE PRAESIDIUM ACCREDITATION© IN PREVENTING OR REDUCING THE INCIDENCE OF ABUSE**. This information is not legal advice, either expressed or implied.

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