

#26-42 Performance & Quality Systems Specialist ***ADMIN / QD, Full Time, Oahu***

The Performance & Quality Systems Specialist is responsible for providing administrative and technical support to Catholic Charities Hawai'i (CCH) Quality Department. Duties may include, but are not limited to, collecting, validating and reporting agency-wide data; management of on-going quality assurance and risk management projects, and the design and implementation of new systems that support agency performance. The Performance & Quality Systems Specialist must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Bachelor's degree in business administration, public administration, data analytics, social services or a related field and two (2) years of experience in data management, performance improvement, or quality assurance (e.g. report building, database or CMS administration, data validation). An Associate's degree and four (4) years of progressively responsible experience in data management, quality improvement, or social service program support may be substituted for a Bachelor's degree.

EMPLOYMENT CLEARANCE REQUIREMENTS: Hawaii State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification.

COMPENSATION: \$53,290.13 - \$60,988.25

DEADLINE TO APPLY: May 15, 2026

Catholic Charities is an Equal Employment Opportunity Employer
For more information about this and other positions, check out our website at
<https://www.catholiccharitieshawaii.org/careers/>