

## **EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.**

### **JOB DESCRIPTION: CONTRACT COMPLIANCE SPECIALIST**

#### **REPORTS TO: CONTRACT COMPLIANCE SUPERVISOR**



**STATUS: Non-exempt**

**SALARY RANGE: \$39,000 - \$65,000**

**The Coalition is a fully tobacco-free environment, to include the interior and exterior of all premises and Coalition-owned vehicles.**

#### **General Description:**

The Contract Compliance Specialist will monitor accountability standards for School Readiness and Voluntary Prekindergarten Providers in Pasco and Hernando Counties. The Contract Compliance Specialist will assist providers in contracting in the School Readiness and the VPK Programs. This Contract Compliance Specialist will be responsible for ensuring all requirements of both programs correspond with the Coalition's mission and policies and are in accordance with all regulatory requirements of the Division of Early Learning and the Florida Statutes and Administrative Rules.

Contract Compliance Specialist serves in a support capacity and may independently handle a variety of situations involving administrative functions for the Provider Services Team.

#### **Responsibilities:**

- Work closely with Provider Services Team with the preparation and review process of contracts for completeness and accuracy.
- Collaborate with other Teams within the Coalition.
- Assist in the annual Provider Update process.
- Maintain SR and VPK provider profiles (EFS MOD or other related databases).
- Review and follow-up with providers to ensure compliance of program requirements and/or other provider inquiries.
- Maintain 100% compliance on all documents relating to Providers Contracts.
- Monitor School Readiness Health and Safety Progressive Enforcement including issuing Corrective Action Plans (CAP) and placing providers on Probation.
- Provide technical assistance to SR and VPK providers, as needed or as required.
- Communicate to supervisor any observed or otherwise known health and safety, licensure, or compliance issue. Make appropriate reports as per Coalition policy.
- Model and support establishment of respectful, relationship-based program services with early learning providers in community.
- Willingness to learn appropriate childcare practices and knowledge of Florida state standards and requirements.

- Provide other support to early learning programs as needed.
- Establish and keep a positive working relationship with other appropriate agencies.
- Promote community awareness of Coalition programs.
- Attend educational meetings, visit related facilities, exchange ideas among staff as assigned.
- Other duties and responsibilities as assigned by management.

**Requirements:**

- Associate's Degree in Early Education or related field preferred. If the successful candidate does not hold an Associate's Degree, a plan to complete the Associate's Degree within five (5) years of employment must be filed with the Coalition.
- Florida Child Care Professional Credential (FCCPC/CDA).
- High School Diploma or Equivalent.
- Early Learning experience.
- Minimum of two years of administrative or customer service experience.
- Knowledge of data gathering techniques to obtain technical and administrative materials for organizational use.
- Ability to work in a fast-paced environment with creativity and enthusiasm.
- Occasional out-of-town travel and overnight stays may be required.
- Professional appearance and presentation.
- Must clear background-screening requirements and drug testing.
- Ability to bend, lift and carry up to 25 pounds.
- Must have a valid Florida driver's license, proof of insurance and reliable transportation.

**This position is contingent upon available funding.**

I, \_\_\_\_\_, have read the requirements as listed above. I understand and accept the duties and responsibilities as described.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date