



JOB ANNOUNCEMENT

JOB TITLE: Compliance Specialist
JOB TYPE: Full-Time, At-Will, Salaried Position
SUPERVISOR: Senior Program Officer

POSITION SUMMARY:

The Compliance Specialist will work to ensure contract compliance of The Community Partnership for the Prevention of Homelessness' (TCP) programmatic portfolio. In so doing, the Compliance Specialist will: work with homeless services provider agencies to ensure compliance with the contract, District and Federal regulations as well as funding and reporting requirements, and will provide assistance and support to subcontractors and internal team.

SALARY: \$60,000.00 - \$65,000.00 (Depending on Experience)

ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:

- Onsite monitoring TCP subcontractors (including but not limited to the visitation of program facilities and administrative offices) for contract compliance, compliance with relevant legislation, and compliance with TCP, District, and Federal policies and protocols.
- Desk auditing of subcontractor budgets, data entry, contract files, and other contracting documents stored at TCP's administrative office for compliance.
- Receive, review and investigate consumer and provider complaints.
- Working with the Senior Program Officer to develop a monthly subcontractor monitoring schedule and implement a subcontractor monitoring plan.
- Management of the collection, review and tracking of contract deliverables and other requested information.
- Monitor provider staffing plans to ensure compliance with contracts.
- Assisting Senior Program Officer with assembling regular reports to TCP's funders.
- Other special projects and duties as assigned.
- Other duties assigned as deemed appropriate

QUALIFICATION/ REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required, though persons who feel they meet some but not all criteria are encouraged to apply.

EDUCATION/QUALIFICATIONS

- Bachelor's degree, with 3-4 years of experience and/or training in social services work, program oversight, and monitoring. Previous Continuum of Care-level homeless services administration experience preferred.
- Bilingual candidates encouraged to apply.

REQUIRED SKILLS AND ABILITIES

- A working knowledge of the Homeless Services Reform Act (HSRA) and/or the HUD Continuum of Care Program is a plus.
- Advanced computer literacy and expertise with software use in a typical office environment, including MS Word, MS Excel, and MS PowerPoint.
- Advanced knowledge and proficiency with Homeless Management Information System (HMIS).
- Knowledge and proficiency with web-based platforms such as DocuSign, Dropbox, Smartsheet, Google for Office and GoToMeeting.
- Knowledge of contract procurement and post award management.
- Excellent communication skills, to include the ability to communicate clearly in writing and verbally to a wide range of audiences (consumers, front line staff, program representatives, agency directors, etc.).
- High level of attention to detail.
- Outstanding organizational skills and ability to effectively prioritize and manage multiple tasks at the same time.
- Ability to analyze information including but not limited to quantitative and qualitative data and testimony through interview and written statements.
- Ability to effectively prioritize and manage multiple tasks at the same time.
- Ability to maintain a professional demeanor in a variety of settings and when interacting with various individuals.
- Ability to remain independent, neutral and impartial while exercising good judgement when investigating complaints.
- Ability to conduct self-directed work and/or function as a part of a team.

APPLICATION PROCESS

- Email a cover letter, resume, writing sample and salary requirements to Candyce Coates (ccoates@community-partnership.org) with Compliance Specialist in the subject line.
- No phone calls.

The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or applicants for employment. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

If you have any questions about our company policies or your rights as an applicant or require a reasonable accommodation, please contact our Office of the General Counsel at 202.543.5298 (ext. 307)