



Early Learning Coalition of Escambia County

Position: Program Compliance Specialist
Reports to: Program Integrity Unit Director
Salary: 24,000-28,000 **FLSA:** Non-Exempt

GENERAL DESCRIPTION

The Program Integrity Unit is a three member team that shares the duties of oversight, direction, and documentation of the Coalition's Program Integrity efforts, to include:

- a. Monitoring of Provider contract compliance.
- b. Monitoring of parent eligibility compliance.
- c. Monitoring of reimbursement processes.

ESSENTIAL JOB FUNCTIONS

1. Maintains and provides accurate records and documentation.
2. Provides information and reports as needed.
3. Assists with program correspondence, record collection, data input and retrieval.
4. Monitors client files for appropriate documentation as required.
5. Monitors provider files for appropriate documentation as required.
6. Conduct internal monitoring of Coalition files to check for completion errors, financial calculations errors, policy and procedure or clerical errors
7. Responsible for filing eligibility documentation in client files, when required.
8. Conduct periodic scheduled, follow-up and ad hoc monitoring of providers and parents, to include records reviews and site visits, to ensure program integrity and compliance with contract and/or agreement as applicable. Prepare required reports, letters and notification of results of monitoring activities. Coordinate support from other departments as required to perform monitoring activities.
9. Responsible for following up with Corrective Action Plans and required documentation submission following a program monitoring.
10. Responsible for issuing completion letters for monitoring, probation, ASQ compliance.
11. Provides basic information to callers regarding records, information and documentation.
12. Collects and distributes files and documentation to appropriate staff and agencies.
13. Makes copies of correspondence and other printed materials.
14. Establishes and maintains records and other information related services provided by the program to clients.
15. Maintains confidentiality when handling client records and information of a sensitive nature.
16. Research and maintain updated information on Florida law and rule, and Florida's Office of Early Learning's policies and procedures that impact Coalition activities, particularly those related to contract compliance and fraud detection and prevention.
17. Develop and maintain partnerships with Florida's Office of Early Learning, Florida Department of Law Enforcement, Department of Financial Services, the Department of



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Children and Families, and other state and local agencies as required for the conduct of assigned duties.

18. Perform other duties as assigned.

19. Participate in Staff meetings and in-service training as required.

Please Note: These essential job functions are not to be construed as a complete statement of all duties performed. Employees may be required to perform other job related duties as required.

MINIMUM QUALIFICATIONS:

- Associates Degree or equivalent years of employment in similar field;
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and Microsoft Outlook;
- Previous Non-Profit experience a plus;
- Knowledge of early childhood program operations;
- Must successfully pass a Level 2 background check prior to employment;
- Must successfully receive fraud accreditation within six months of assignment;
- Periodic out of town and local travel may be required;
- Must have a valid Florida Driver's license.
- Within 120 days of assuming the position must complete the Department of Children and Families course on Rules and Regulations.

ESSENTIAL SKILLS REQUIRED

- Ability to understand financial information;
- Ability to pull and review exacting documents for accuracy;
- Knowledge of method for compiling and organizing data;
- Ability to communicate effectively in oral and written format;
- Ability to plan work schedule according to work load;
- Self-directed and ability to work independently;
- Possess problem solving techniques.

ESSENTIAL PHYSICAL REQUIREMENTS

Frequently sit, stand, walk, twist at the waist, and routinely operate a computer keyboard, telephone, copier and fax machine. Able to operate an automobile. Medium (less than 50 pounds) lifting occasionally required.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.