



## Early Learning Coalition of Escambia County

### Job Announcement

**Position:** PROGRAM INTEGRITY UNIT SPECIALIST  
Reimbursement and Provider Monitoring  
**Reports to:** Program Integrity Unit Director  
**Salary:** 22,000-32,000  
**FLSA:** Non-Exempt

### GENERAL DESCRIPTION

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

- a. Monitoring of Provider contracts, reimbursements and other payments, eligibility determinations, and clients for program compliance.
- b. Support for all Audits, Reviews and Monitoring Visits conducted by external agencies.
- c. Maintain policies and procedures for the Program Integrity Unit to ensure Coalition compliance with Florida statutes and rules, and the Florida's Office of Early Learning's policies and guidance.

### ESSENTIAL JOB FUNCTIONS

1. Develop and maintain monitoring schedules.
2. Conduct scheduled, follow-up and ad hoc monitoring of providers to include records reviews and site visits, to ensure program integrity and compliance with contracts and/or agreements as applicable.
3. Coordinate support from other departments as required to perform monitoring activities.
4. Monitor and review Reimbursement processes for accuracy, completeness and adherence to statute, rule and policy on a monthly basis.
5. Monitor provider contract files for all required documentation.
6. Conduct internal monitoring of Coalition files, especially client files, to check for form completion errors, financial/income calculation errors, other clerical errors, and adherence to policy and procedure.
7. Maintain a tracking system for all types of program monitoring performed; to include documentation of the types and numbers of errors found
8. Prepare required reports, letters and notifications regarding the results of all monitoring activities.
9. Assist the Program Integrity Unit Lead Fraud Investigator in conducting preliminary investigations and data gatherings as required.
10. Coordinate with staff members to follow up on issues relating to potential fraud to include: subsidy clients, providers, payments, internal accounting.
11. When assigned as lead, coordinate staff efforts in the preparation and execution of external audits, reviews and monitoring visits.



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12. Maintain database for tracking each external audit, review and monitoring visit.
13. Update tracking files as each visit progresses, upload all documents, and ensure all deadlines are monitored and completed on time.
14. Maintain a record of all files associated with each external audit, review and monitoring visit.
15. Responsible for following up with Corrective Action Plans and required documentation submission following a program monitoring.
16. Responsible for issuing completion letters for monitoring and probation.
17. Prepare reports, collect and distribute files, and otherwise assist with program correspondence, record collection, data input and retrieval as required.
18. Ensure confidentiality is maintained when handling client records and information of a sensitive nature.
19. Responsible for processing and following up with incidents and complaints reported to the Coalition.
20. Research and maintain updated information on Florida law and rule, and Florida's Office of Early Learning's policies and guidance's that impact Coalition activities, particularly those related to contract compliance, and fraud detection and prevention.
21. Develop and maintain partnerships with Florida's Office of Early Learning, Florida Department of Law Enforcement, Department of Financial Services, the Department of Children and Families, and other state and local agencies as required for the conduct of assigned duties.
22. Perform other duties as assigned.
23. 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 marginal duties as required.*

### **MINIMUM QUALIFICATIONS:**

- Associates Degree, or equivalent years of employment, two years or more, in a related 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;
- 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 Child Care Rules and Regulations.

### **ESSENTIAL SKILLS REQUIRED**

- Ability to understand financial information;
- Ability to review intricate and complicated documents for accuracy;
- Knowledge of various methods for compiling and organizing data;



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- 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;
- Ability to problem solve using a variety of 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.*