

COMPLIANCE SPECIALIST

The Learning and Evaluation department supports CRCD's mission of being a results-driven organization that provides high-quality programming. Under the direction of the Director of Learning & Evaluation, the Compliance Specialist is charged with monitoring eligibility protocols and other procedures in accordance with all contract requirements and supporting CRCD's integrated service delivery model. Compliance Specialist will support compliance for all programmatic departments at CRCD and will play a primary role in ensuring all programmatic negative external audit findings and disallowed costs are avoided.

ESSENTIAL DUTIES & RESPONSIBILITIES

Position roles and responsibilities include, but are not limited to:

- Participant File Management
- Collaborate with program leadership to establish and maintain file management protocols, policies, and procedures.
- Coordinate with program leadership to develop and maintain internal file review processes that meet all state and federal guidelines
- Internal Compliance Auditing
- Review and develop compliance policies for all programs in alignment to grant requirements.
- Participate in grant kick-off meetings and review all new or amended contracts to ensure policies and practices are in alignment with grant requirements.
- Perform regular internal audits to verify programs are all operating in accordance with grant requirements. Produce formal internal audit reports outlining findings.
- Support development and management of effective action plans in response to audit discoveries.
- Create and present aggregated findings reports to leadership to demonstrate compliance growth and areas of risk.
- Procedure Maintenance and Monitoring
- Develop training materials and process manuals and facilitate staff trainings on all organizational compliance policies.
- Maintain reporting calendar resource for all grants and departments
- Produce regular reports to leadership communicating the compliance health of the organization



CHANGING LIVES &
Building Neighborhoods Responsibly

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MINIMUM QUALIFICATIONS

- **Two years' experience or related work and/or bachelor's degree. Experience with non-profits and both government and foundation grants a plus.**
- **Strong project management skills, professional verbal & written communication, detail oriented.**
- **Knowledge of database management and quality control processes. Experience with Efforts-to-Outcomes (ETO), Salesforce, or other case management software, highly preferred.**
- **Knowledge of and experience with Microsoft Office (Excel, Word, PowerPoint)**
- **Self-directed and capable of working to meet quick turnaround and multiple deadlines independently.**
- **Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries.**
- **Demonstrated knowledge of community resources.**
- **Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate.**