

JOB DESCRIPTION
(Compliance Department)

POSITION: Compliance Specialist **Closing Date for Application: 10/15/2012**
REPORTS TO: Director of Compliance and Fraud Referral
Projected Start Dates:
New Trainees 12/15/12
Experienced 01/02/2013
Up to Two (2) Openings

Grade Level: 7
Wage & Hour Status: Non-Exempt, Full-Time
Date: 2012-2013 FY
Minimum Salary: \$37,026

PURPOSE: Under the supervision of the Director of Compliance & Fraud Referral of the Early Learning Coalition of Seminole, the Compliance Specialist is responsible to insure compliance with internal and external policies and procedures, as well as various State and Federal statutes, rules, and regulations. Secondary responsibilities: To be the link to parents and School Readiness/Voluntary Pre-kindergarten (VPK) program eligibility and the Resource and Referral Process.

DUTIES AND RESPONSIBILITIES:

Works in compass with other team members, as required, on all projects relating to insuring that clients (parents, child care providers, etc.) are receiving quality services, including but not limited to, and program initiatives:

- Verifies eligibility of program applicants in accordance with all applicable laws and regulations.
- Ensures that the eligibility determination was completed in a timely manner.
- Provides clarification on eligibility rules.
- Assists in the monitoring of program statistics to ensure compliance and performance outcomes. Discusses suggestions for internal improvement, as necessary, with the Director of Compliance and Fraud Referral.
- Verifies that all necessary documentation, as required by law and rule for programs operated through ELC of Seminole is available and accurate.
- Assists, as appropriate, with any monitoring activities for school readiness program, to insure compliance as determined by the Director of Compliance and Fraud Referral.
- Assists, as appropriate, with any monitoring activities for other grant funded programs the ELCMC is responsible for, to insure compliance with funder requirements, as determined by the Director of Compliance and Fraud Referral.
- Ensures that all information of confidential nature is held in a secure and confidential method.
- Respond to requests for information from clients/child care providers timely and within the client confidentiality guidelines.
- Collaborate with DCF Licensing and other Contractors as appropriate.
- Verify school readiness/voluntary pre-kindergarten program child care enrollment/attendance certification corresponds with daily sign in/out sheets of contracted providers for accuracy of payment.

- Verify accuracy of information entered into EFS by Finance Department prior to processing provider payments.
- Processing and researching Fraud Referrals as needed.
- Complete all School Readiness and VPK required case file documentation, both initially and at re-determination as applicable.
- Works in compass with other team members, as required, on all projects relating to client eligibility, redetermination, Resource and Referral, and all other related programs/projects.
- Assisting parents with unbiased R&R services for best quality child care placement ensuring parental choice.
- Accurately enter and retrieve from the state database.
- Determining client funding types, billing groups, eligibility codes and other information related to program/service eligibility.
- Verifying income and documenting parent fees.
- Providing information and assisting parents to understand the rules and responsibility of the School Readiness program.
- Scheduling client appointments for services, as needed.
- Conducting interviews with clients who seek services based on referrals from DCF/designated agencies or Welfare Transition who may not require an advance appointment, as well as clients complying with continued eligibility requirements and redetermination, as needed.
- Updating and maintaining client files, data records, and case notes for parents, children and providers as required in the Coalition's EFS system.
- Interpreting and effectively communicating ELC of Seminole policies verbally and in writing.
- Provides telephone consultations with parents and educates on the documentation needed for School Readiness and VPK eligibility, as needed.
- Verify provider attendance rosters for accuracy.
- Ensures/applies coalition payment policies are followed when recording attendance for payment purposes.
- Compile and compute provider payments and enter into EFS system.
- Research, review, document and process adjustment for School Readiness and/or VPK payments.
- Assist with provider inquiries regarding School Readiness/VPK payment guidelines and regulations.
- Update EFS System Provider rate and holiday information to ensure accurate reimbursement, as needed.
- Knowledge, research and respond to concerns received regarding provider payments.

EDUCATION, EXPERIENCE AND KNOWLEDGE REQUIRED:

- Associates degree in Business Administration or Operations, Management, or Accounting, Finance or Auditing, Fraud investigation or in relevant area preferred or equivalent experience, or a combination of education and experience. High school diploma or equivalent with a minimum of three years work in a business, office, case management or early childhood setting. Bilingual (English-Spanish) preferred.
- Ability to speak, interpret and translate Spanish is a positive asset for the position.

- Must be detail-oriented and demonstrated analytical and problem-solving skills and the ability to recognize non-obvious activity patterns.
- Must have strong computer skills, including proficiency with Microsoft Office Suite. Knowledge of the state database preferred. Knowledge of EFS system preferred.
- Attainment of Level I Resource and Referral Certification required prior to the completion of the fourth month of employment. Attainment of Level II Resource and Referral Certification required prior to the completion of the sixth month (180 days) of employment.
- Should be a creative, energetic, self-starter able to prioritize and work independently with minimal supervision. Should be organized and have the ability to multi-task.
- Must have the ability to manage stress appropriately and manage multiple tasks and priorities.
- Must submit and pass a Local and National Background Screening, including Fingerprinting and Drug screening.
- Ability to work flexible hours, with occasional evening and/or weekend hours required.
- Must be willing to travel all areas of Seminole County to perform required site visits and provide own reliable transportation. Requires a valid Florida Driver's License, a good driving record and automobile insurance.

ESSENTIAL PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to stand; walk; twist at the waist, sit for prolonged periods; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs. Able to operate an automobile.

THIS JOB DESCRIPTION in no way states or implies that these are the only job duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.

This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties, responsibilities, and requirements are essential to the job. Job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have reviewed and received a copy of this job description and acknowledge I have had the opportunity to ask for additional clarification from my direct supervisor or by any person authorized to give instructions or assignments.

 Print Name

 Date

 Signature

For office use only

Screening Complete: _____

Date of Hire: _____

Review Date: _____

Reviewed by _____
Reviewed by Authorized Personnel