



The Agricultural and Labor Program, Inc.

Job Description

Job Title:	Child Development and Family Services Compliance Officer
Classification Level:	Executive, Full-Time
Reports To:	Chief Operating Officer
FLSA Status:	Exempt
Pay Grade:	E 1
EEO – 6 Category:	13-1041
Location:	Corporate
Division:	Child Development and Family Services
Created:	April 5, 2021

SUMMARY

Under the direct supervision of the Chief Operating Officer, the Child Development and Family Services Compliance Officer is responsible for monitoring, evaluating and maintaining ongoing quality assurance, performance processes, ensure compliance, and the quality and performance of the divisions monitoring system; will identify and support effective and sustainable risk management processes across the Division. Will develop, implement, and maintain policies, guidelines, procedures, prepare budgets, to ensure the Child Development and Family Services Division adheres to the requirements of all Agency, Local, State and Federal, regulations, requirements, standards and risk management practices. Assist the COO with the development of compliance programs, internal controls, monitoring-testing, issues management, program governance, process improvements, and advising management of possible risks. Responsible for the coordinating and scheduling of required compliance training for employees.

DUTIES AND RESPONSIBILITIES/ ESSENTIAL FUNCTIONS

- Plan, Develop and establish administrative operating procedures for the division, work plans, department budgets, to ensure compliance with Agency, Local, State and Federal mandates.
- Conduct on-going assessments of quality of service provision and progress towards meeting programmatic goals and report monitoring results.
- Conduct comprehensive monitoring of partners, and division programs and sites.
- Establish, implement, and manage compliance policies, procedures, and monitoring of the Division to ensure compliance, program is effective and efficient in identifying, preventing, detecting, and correcting non-compliance with internal policies, standards and regulatory requirements.
- Regularly review program compliance and recommend appropriate revisions and modifications, including advising administrative leadership and governing bodies of potential compliance risk areas
- Identify high risk compliance issues, address timely and appropriately.
- Serve as a resource to division Directors, Managers and staff, in the areas of compliance, non-compliance and corrective action.
- Generate and analyze reports, to implement strategies as needed to contribute to continuous quality improvements.
- Complete monthly compliance reports detailing site observations and action taken.
- Prepare monthly narrative reports outlining activities, concerns and recommendations.
- Work with leadership team in long- and short-term planning for the organization.
- Stay up-to-date with regulatory developments, and interpret and apply them across the Division.
- Monitor quality and compliance, such as: contracts, partnering agreements, files, licensing requirements, referral systems for families and children, provision of social services, and organization systems.

- In collaboration with the COO, Human Resources Department, and others as appropriate, develop an effective compliance-training program, including appropriate introductory training for new employees as well as ongoing training for all directors, managers and employees.
- Provide guidance to Division Director, and employees on ethics, business conduct, and compliance matters including the development and oversight of compliance and training programs.
- Recommends new approaches, policies and procedures to continually improve efficiency of the division and services performed.
- Oversee and implement testing programs to determine the adequacy and effectiveness of compliance controls; develop periodic reporting on test results.
- Utilize knowledge of data analysis tools and techniques to analyze, quantify, and/or assess risks and to evaluate controls to identify potential weaknesses and/or control gaps.
- Oversee third-party examinations and audits; ensure that information requests from auditors, and funding sources are completed accurately and timely.
- Works proactively to assess and prioritize risk and compliance issues and to identify, monitor and improve key processes and internal controls.
- Create and manage effective action plans in response to audit discoveries and compliance violations.
- Investigate alleged violations of division programs, funding compliances, work with appropriate parties to remediate violations promptly, properly, and consistently.
- Ensuring that all contracts, partnering agreements, contain language that is organization compliant.
- Perform all other duties as assigned by the Chief Operating Officer.

SUPERVISORY RESPONSIBILITIES

Senior Managers

QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Ability to think and act strategically and tactically, multi-task, follow through on projects in a timely manner, and adapt to a fast-paced and changing environment.
- Excellent organizational and communication skills, including the ability to resolve conflict and difficult issues in a professional, assertive and proactive manner
- Solid organizational skills with a proven ability to multi-task, meet deadlines, handle multiple projects/priorities/assignments/individuals simultaneously in a fast-paced work environment;
- Comprehensive knowledge of non-profit government, risk management controls, internal control processes, as well as experience overseeing human services programs.
- Practical working knowledge of financial services compliance and operations including the related rules and regulations of non-profit government, to include Federal, State, Local Law and pertinent regulations.
- Demonstrated skill in effectively communicating (verbal and written) results to a diverse audience; ability to work with all levels of management with a focus on collaboration and relationship management.
- Strong interpersonal skills; ability to work well in a team environment.
- High ethical standards, strong analytical and critical thinking skills as well as effective written and verbal communication, interpersonal and organizational skills;
- Autonomous, self-motivated, and flexible with the ability to adapt quickly to change or shifting priorities in a fast-paced environment.
- Ability to work with little or no supervision while performing duties;
- Sensitivity to diverse cultures, races, and low-income family situations.
- Demonstrated experience in:
 - Non-Profit Government and regulatory knowledge.
 - Risk management controls, internal control processes, development and implementation of written policies
 - Budgeting and forecasting.
- Compliance with funding standards, regulations and requirements at the Agency, Local, State, and/or Federal levels.

- Ability to think creatively and be a key contributor to Agency-wide goals.
- Thorough knowledge of theory and practices, administrative principles and techniques.
- **Minimum 7-10 years' experience in non-profit government, early childhood education, human services programs, regulatory compliance, risk management**
- **Minimum of a bachelor's degree, preferably in a related field of study. Master's Degree Preferred.**

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, keyboarding and gross manipulation, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and speaking, or hearing requirement. The employee must occasionally lift, push or pull and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus (peripheral).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- The work is performed mainly in an indoor office environment.
- Several times a day, there may be exposure to outside elements.
- The noise level in the work environment is usually moderate.
- Valid Driver's License Required.
- Occasional in-town and out-of-town travel may be required.
- Working some weekends and nights may be required.

Acknowledgement

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested by the Chief Executive Officer or Chief Operating Officer. All requirements are subject to change over time.

Approved By: Arlene Dobison, Chief Executive Officer	Approved Date:
Signature:	April 5, 2021

I acknowledge that this job description is neither an employment contract nor a legal document and that my employment is at-will. I have received, read, and understand the expectations for the successful performance of this job.

Employee (Print):	Date:
Signature:	