Job Title: Compliance Specialist

Grade Level: G-7
Division: Contract Care - CCMS

Exempt
Non-Exempt

SALARY:
Minimum $14.90/hour
Midpoint - $18.65/hour
Maximum - $22.40/hour

Minimum Requirements:

- Graduation from an accredited four-year college or university with major course work in child development or a closely related field OR graduation from an accredited four-year college or university
- A minimum of one-year full-time work experience in child development, childcare programs, customer service, or social service work, OR high school diploma or equivalent with a minimum of three years work experience in a CCMS support position.
- Computer proficiency required
- Good written and verbal communication skills.

*Note: Possession of a Child Development Association Credential may be substituted for one (1) year (30 semester hours) of required college.

Physical Requirements
The physical requirements for this position 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 individuals with disabilities to perform the essential functions.

- Frequent sitting;
- Repetitive use of hands; reaching and turning;
- Ability to lift up to 25 pounds; light lifting of supplies and materials;
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Responsibilities:

- Responsible for developing appropriate monitoring instruments to accurately measure desired variables and/or results.
- Create monitoring schedules to track cases from intake through the payment process. Coordinate with Program Service Manager regarding monitoring for Program Services staff activities.
- Monitor data integrity throughout the program. Analyze compliance with CCMS policies and procedures and provide information for assessing training needs.
- Assist with internal and external audits as required.
- Responsible for assisting management personnel with the development of training plans for continued staff development.
- Monitor activities relating to the operational units of the CCMS program.
• Other related duties as assigned.

Preferred Skills:

• Bilingual abilities preferred.
• Access to reliable transportation

BENEFITS PACKAGE INCLUDES:

Child Care Associates offers a competitive benefits package that is provided to all fulltime employees that include health, dental and life insurance coverage. Additional voluntary benefits are offered to all fulltime employees in addition to the core benefits package.

After completing one (1) year of service, the company contributes 4% of the employee’s earnings to the 403(b) retirement plan. If the employee also elects to make a contribution to the plan, Child Care Associates will match half (50%) of the employee’s contribution up to 2% of base salary.

Child Care Associates provides other benefits, which are outlined in the Staff Handbook, such as paid holidays, paid time off (PTO), as well as a Service Recognition Program.

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ACKNOWLEDGEMENT:

I have received a copy of my job description. My signature below acknowledges that I understand the requirements and expectations for this position.

Employee (Print) __________________________

Employee Signature _________________________ Date _____________________