



## Early Learning Coalition of Lake County

### Compliance Specialist

#### **DEFINITION:**

The Compliance Specialist reports to the SR/VPK Compliance Director and is responsible for ensuring that SR and VPK provider services are delivered in compliance with State and Federal guidelines.

#### **ESSENTIAL JOB FUNCTIONS:**

- Reviews and certifies that SR/VPK provider files are complete and in compliance with state guidelines;
- Monthly reviews of VPK provider (teacher) documents to ensure that they are current;
- Assists with the provider eligibility process, required documentation, and face to face interviews;
- Reviews and approves SR/VPK provider contracts and inputs data into state system;
- Ensures program compliance, program continuity, and coordinates and participates in meetings, outreach activities and special events;
- Attends meetings and training related to SR/VPK as directed;
- Performs and assists with monitoring and compliance audits;
- Provide technical assistance to providers with regards to noted areas of development identified during program observations.
- Conduct both desk reviews and on site provider visits to ensure program compliance;
- Report observations of abuse, licensing and discrimination according to state and the Coalition's policies;
- Participate in the development of rules related to the SR/VPK Programs, rule workshops and rule development administrative hearings.

#### **OTHER JOB FUNCTIONS**

- Attendance and participation in professional conferences, training, statewide and regional meetings, local Advisory Council meetings, and other related events;
- Work harmoniously with early education providers, Coalition members, school readiness agencies, and Coalition staff;
- Other duties or responsibilities as assigned.

#### **QUALIFICATIONS:**

##### **Ability to:**

- Operate computers, printers and other office equipment;
- Understand and carry out oral and written instructions;
- Deal tactfully with staff, public and others;
- Handle sensitive situations appropriately;
- Be courteous, flexible, reliable and responsive to supervisors, coworkers, providers, parents and stakeholders;
- Communicate effectively and timely;
- Perform duties under pressure and meet time deadlines;

- Problem solve;
- Analyze situations accurately and adapt effective courses of action;
- Interpret and implement applicable laws, regulations, policies, directives and procedures;
- Work both independently and as a part of a team.

**Knowledge of:**

- Microsoft Excel, Access, Word, and Outlook programs;
- Methods, practices and terminology of computer systems, data entry equipment and processing;
- Office methods, practices and procedures;
- DCF standards for child care providers.

**EDUCATION AND EXPERIENCE**

High School graduate/AA preferred. Preference will be given to individuals with experience in local or state government programs, contract management and compliance monitoring. Candidates must have knowledge of early education and child care programs. Qualified candidates will possess excellent oral and written communication skills and must also possess strong organizational skills and moderate to high level of autonomy.

**TRAVEL**

May be required to use his/her personal vehicle for out-of-office travel, and is reimbursed for such use at the prevailing rate. Proof of current auto insurance required.

**BACKGROUND CHECK**

A local and state FDLE background check will be completed. ELCLC is a drug-free workplace. Drug screening may be required prior to employment.

**WORK SCHEDULE**

40 hour work week. Days and times may vary dependent upon the needs of the program.

**PHYSICAL REQUIREMENTS**

Must be able to lift up to 25lbs in order to meet the day to day requirements of the job. Must be able to sit for long periods of time with occasional times of standing and/or walking.