

## Job Description



**Title: Early Head Start Compliance Specialist**

**Department: Early Head Start**

**FLSA Status: Non-exempt**

**Reports to: Early Head Start  
Compliance Manager**

**Date: May 2023**

### **Job Summary:**

The Early Head Start Compliance Specialist (CS) is responsible for working with The Early Head Start Compliance Manager and Programmatic staff to create a culture of excellence and accountability. The CS ensures data is accurate and timely for program planning and decision-making. The CS will ensure accuracy by being informed of the latest local, state and federal regulations and enforcing proper interpretation of the regulations. The CS will ensure timely results by implementing a systematic and ongoing system for gathering, analyzing and sharing information.

The CS will be responsible for assisting in internal reviews of all Early Head Start contracts including but not limited to child care partners, consultants, and support services. Provides reports to Early Head Start Fiscal and Programmatic Manager regarding compliance issues identified through on-site visits, data collection, evaluation and reporting.

### **Essential Duties and Responsibilities:**

#### **General:**

- Contributes to the program's strategic planning.
- Provides recommendations for relevant policies and procedures.
- Assists and trains new childcare partners for contractual compliance.
- Works collaboratively with all Early Head Start content area managers and corresponding staff.
- Ensures confidentiality of all records observed or written.
- Reviews Scope of Work for relevant contracts and ensures compliance.
- Takes an active role in the program's annual self-assessment
- Provides support with procurement process.
- Assists with identifying and obtaining in-kind to comply with the grants non-federal share.
- Provides creative solutions to problem solving
- Gathers relevant information for decision making.
- Conducts follow-up monitoring visits
- Develops monitoring tools that support in gathering accurate information for compliance.
- Performs other duties as assigned

#### **Audits:**

- Conducts compliance reviews, fiscal and programmatic of external contracts, as directed.
- Conducts internal and external reviews of fiscal and programmatic operations for compliance with contracts; Early Head Start policies and procedures; and local, state and federal regulations.
- Evaluates the effectiveness of the program and child care partners' internal controls.
- Maintains a system for on-going compliance monitoring and reporting of all program noncompliance findings
- Conducts unscheduled visits as needed or at the request of the EHS Compliance Manager.
- Conducts follow-up visits to ensure successful correction.
- Assists with internal reviews of Early Head Start fiscal and program operations for compliance with local, state, and federal regulations.

**Reporting and Scheduling:**

- Develops and recommends a qualitative and quantitative process for collecting, tracking, and analyzing outcomes.
- Interprets, clarifies, and ensures compliance with local, state and federal regulations
- Supports the development of Early Head Start Policies and Procedures
- Provides reports to the EHS Compliance Manager regarding compliance issues identified through on-site visits, data collection, evaluation and reporting.
- Creates reports that provide individual and/or cumulative results/findings.
- Analyzes results to be used for program planning and decision-making.
- Creates and maintains a database of results to track trends and ongoing performance.
- Develops factual reports that are supported by observation, documentation review and/or interviews, Pictures and any necessary samples.

**Skills and Abilities:**

- Flexible
- Able to work independently
- Reliable and Accountable
- Innovative and Strategic Thinker
- Has good judgment and emotional maturity
- Organized and responsive
- Highly self-motivated and self-directing
- Excellent interpersonal skills and customer service
- Strong public speaking skills
- Excellent communication skills, both written and oral
- Ability to work effectively with a diverse population
- Spanish language ability helpful but not required
- Ability to keep up-to-date on State/Federal regulations

**Computer Equipment and Software Requirements:**

- Microsoft Office Suite
- ChildPlus preferred but not required
- MIP preferred but not required

**Experience and Training:**

- Bachelor's Degree in Psychology, Early Childhood, Finance, Accounting, Business Administration and/or related field.
- Auditing Experience
- Ability to learn and interpret federal, state, and local regulations.
- Experience with grants, preferred but not required,
- Superior communication and interpersonal skills highly desirable; must be highly self-motivated and self-directing
- Must be willing to travel all areas, as needed, within the South Florida areas to perform required tasks and provide own reliable transportation. Requires a valid Florida Driver's License, a good driving record and automobile insurance, as required by the Early Learning Coalition driving policy

**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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The

employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described in this document 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 functions. The noise levels in the work environment may vary but are usually moderately quiet.

**This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date