



ECHO Job Description

Job Title:	Contracts and Compliance Specialist
Department:	Community Planning and Partnerships
Reports To:	Procurement and Performance Manager
Date Created/Revised:	1/17/2020
Starting Salary	\$40,000
Position Type	Full Time, Exempt

Description of Work

Under the direction of the Procurement and Performance Manager, this position is responsible in the daily monitoring and compliance activities related to ECHO's role as the Continuum of Care (CoC) Lead Agency. This position will plan and conduct compliance monitoring for CoC-funded agencies and other contracts managed by ECHO.

Position Summary

The Contract and Compliance Specialist will be responsible for drafting, tracking and managing the ongoing compliance of partner agencies with grant agreements and providing technical assistance to support grant administration performance and compliance. The specialist will be responsible for keeping abreast with any updated technical and other changes to ensure compliance is monitored and that agencies are properly trained in meeting all contractual requirements. This position will also act as an agency representative in cultivating and maintaining collaborative working relationships with partners and key stakeholders to communicate and provide support around contractual requirements and activities related to the communication and planning around new funding opportunities. The Contracts and Compliance Specialist will work with agencies to offer guidance, technical assistance and individual as well as group trainings to educate providers surrounding new or evolving regulations. Duties also include ensuring agencies meet expected program outcomes, meet compliance requirements through monitoring, and meet all reporting deadlines.

Essential Functions

- Keeps apprised of all laws, regulations, statues, rules, notices and polices that impacts the Austin/Travis County CoC homeless system.
- Provide training, workshops, and technical assistance to internal staff and with external partners to build understanding of program regulations and homeless system funding requirements.
- Conducts onboarding trainings and annual interviews with all levels of staff at CoC-funded agencies to verify compliance with the Federal, State, and Local regulations as specified in funding contracts.
- Plan, develop, and conduct on-site reviews procedures and develop monitoring tools, including interview questions, to verify compliance with the Federal, State, and Local regulations as specified in contracts.
- Support agencies by assisting with preparing for HUD Monitoring visits and ensuring recommended corrective actions are taken to ensuring findings are resolved.
- Work with agencies to resolve Monitoring findings and grievances, and other quality improvement activities to improve programs and overall grant administration.
- Review and monitor quarterly spending for CoC-funded projects to ensure compliance with drawdown requirements and prevent and/or reduce overall de-obligation of funding.
- Develop and implement corrective action plans through the Performance Improvement Plan Policy process and oversee the resolution of concerns/findings, and link to appropriate technical assistance as required.
- Other duties and special projects as assigned.

Supervisory Responsibility

The position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. Employees are required to use their personal cell phones for business purposes. Meetings are conducted in the ECHO offices as well as in the community. Working both remotely and in an office- setting will be required.

Physical Demands

This is a somewhat sedentary role; however, some activities will require local commuting. Physical demands for this position include the ability to lift files, file boxes, furniture, open filing cabinets and bending or standing on a stool as necessary. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Position Type and Expected Hours of Work

This is an exempt full-time position working 40 hours a week; typical workdays are Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Travel

Position requirements may be both office and community based and may require use of personal vehicle or public transportation. Typical workdays will be office based. Some travel is expected for this position both locally and to national conferences.

Education and Experience

- Requires at least 1-2 years of related experience in contract/grant management with some human service experience preferred.
- Bachelor's degree preferred.
- Experience and management of homeless assistance programs, such as the Continuum of Care (CoC) Program, Emergency Solutions Grant (ESG) Program, or other privately funded homeless projects preferred
- Experience and proficiency with Service Point HMIS, e-snaps, and SAGE preferred
- An equivalent combination of applicable training and experience may be considered in lieu of education.

Additional Eligibility Qualifications

- Passion for social justice issues and desire to work toward the goal of ending homelessness
- Excellent written communication skills, including ability to develop monitoring and training tools
- Strong interpersonal skills and the ability to develop working relationships across the community. Ability to practice cultural humility in working with diverse non-profit organization staff.
- Ability to create and manage complex spreadsheets and reports
- Knowledge of federal, state, and local funding sources related to homeless service provisions

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

ECHO Core Mission Values

Ideal candidate will share ECHO's core mission values that housing is a basic human right, that system collaboration is key to ending homelessness, and that all individuals and families deserve resources and opportunities to end their homelessness.

To Apply:

Interested candidates please submit a resume and cover letter to the Director of Community Planning and Partnerships at lauraevanoff@austinecho.org. Position will remain open until filled.

Applicants may make reasonable accommodation request for this job by calling Laura Evanoff at 512-537-3857 or in person at 300 E. Highland Mall Blvd., Suite 200, Austin, TX.