



## **Renewed Horizon Job Description**

### **Name:**

**Title:** Compliance Specialist

**Department:** Compliance

**Supervisor:** Director of Compliance

### **Position Description**

The Compliance Specialist is responsible for assisting the Director of Compliance with completion and maintenance of files. The Compliance Specialist will assist the Director of Compliance in ensuring that all objectives are met in compliance with licensing and funding sources. This will be accomplished by the Compliance Specialist at the discretion of the Director of Compliance through the proper record keeping, documentation, licensing, and all ongoing requirements set by the licensing, contract, and funding sources. The Compliance Specialist works as a designee of the Director of Compliance for carrying out licensing actions as assigned by the Director of Compliance.

### **Role and Responsibilities**

- Assist the Director of Compliance to create, maintain, and audit files.
  - Complete licensing actions as assigned by the Director of Compliance such as addendums, home study packets for initial licensing, initial home study packets for kinship and relative homes, license renewal home study packets, and adoption home study packets. This includes meeting with families to conduct and complete a full compliance review for families going through licensing.
- Complete other duties as assigned.

### **Job Duties**

#### **1) Create, maintain, and audit files**

- Will create, maintain, and close youth files at the behest of the Director of Compliance.
  - This includes obtaining outstanding documents needed for files
- Will create, maintain, and close family files at the behest of the Director of Compliance.
  - This includes obtaining outstanding documents needed for files
- Will meet and communicate with the Director of Compliance to review files and provide status updates.
- Will meet and communicate with any persons needed, including foster parents and Foster Care Specialists, to obtain outstanding documents needed for files.

## **2) Complete Foster Care Licensing and Relicensing**

- Will complete licensing actions as assigned by the Director of Compliance such as addendums, home study packets for initial licensing, initial home study packets for kinship and relative homes, license renewal home study packets, and adoption home study packets.
- Will meet and communicate with all persons necessary, including families and Foster Care Specialists, to complete documents and tasks needed for licensing actions. This includes meeting with families to conduct and complete a full compliance review for families going through licensing.
- Will adhere to strict deadlines as determined by the Director of Compliance per regulation and contract.
- Will communicate updates, issues, and concerns regarding licensing actions in a timely fashion to the Director of Compliance and work with all persons necessary, including families and Foster Care Specialists, on any discrepancies or questions.

## **3) Other duties as assigned**

- Provide coverage if needed:
  - Providing compliance coverage when needed for the Director of Compliance and performing Foster Care Specialist duties when needed. Foster Care Specialist duties would include covering team meetings, court hearings, and home visits as a last resort when others in the Foster Care Department are unable to cover. This also includes taking on a case load as a last resort if needed.
- Obtain 20 hours of ongoing training per year.
- Any other compliance and licensing duties as assigned/communicated by the Director of Compliance.

### **Educational Requirements, Qualifications, and Preferred Skills**

#### **The Compliance Specialist must have the following:**

- Bachelor's or master's degree in Human Services or a closely related field such as social work, criminal justice, counseling, education, or public administration.
- Must pass a local, criminal, and DMV background check.
- Must have a valid driver's license.
- Strong client service skills, computer skills, and a strong work ethic.
- Flexible work hours:
  - Ability to work mornings, evenings, and weekends
  - Ability to work in person and remotely, both as a team and independently

#### **The Compliance Specialist must have the following:**

- Excellent organizational and planning skills
- Exceptional attention to detail
- Excellent written and verbal communication skills
- Ability to prioritize multiple projects, work under pressure, and meet strict deadlines

- Demonstrate problem-solving and communication skills
- Professional presentation, appearance, and work ethic
- Proficient in Excel, Outlook, and Word
- Ability to work independently as well as with a team
- Ability to be a self-starter
- Ability to respond immediately to the Director of Compliance through all methods of communication (phone, text, email)

**Pay Agreement**

I \_\_\_\_\_ have accepted the position of Compliance Specialist on \_\_\_\_\_ at an hourly rate of \_\_\_\_\_. This rate will be evaluated yearly as part of the employee review process.

**Responsibility to Agency**

The Compliance Specialist will maintain a high level of confidentiality, both internal and external. The Compliance Specialist will show a high level of professionalism with external entities as well as internal staff. It will be the responsibility of the Compliance Specialist to help maintain a positive direction for the agency and the supported programs, both current and new.

This contract will be reviewed and renewed on an annual basis after initiation: \_\_\_\_\_

Notice of Resignation: 30 day notice

**Please review and return signed within 15 business days**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_