



Monitoring Specialist

Want to work for a non-profit agency which believes in team work, having fun and achieving success? If so, CCRC could be the right place for you!

General Summary:

Under general supervision, the Subsidy Monitoring Specialist ensures compliance for processes and policies related to Subsidy rules and applicable regulations. Regularly scheduled monitoring activities that utilize a variety of data collection methodologies will be conducted in an effort to analyze the effectiveness of compliance. Will recommend necessary revisions or implementation of processes, reports and/or plans of action. This position will require some travel to Antelope Valley and San Bernardino County offices.

Successful candidates will need the following:

- Bachelor Degree or higher preferred or any combination of education and experience which would enable the candidate to successfully perform the functions of the position.
- Two (2) years or more experience in alternative payment programs and/or compliance monitoring required.
- Proficient computer skills with the ability to use computer software that performs a wide range of audit functions such as tracking audits and issues, creating and managing reports, etc.
- Comprehensive experience and a high level of knowledge of the County, State, and Federal policies, procedures, rules, and regulations related to Alternative Payment programs.
- Experience in data integration/analysis.
- Strong interpersonal skills.
- Excellent oral and written communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California Driver's License, reliable transportation, automobile insurance, and clean DMV record required.

You will have the opportunity to:

Program Monitoring

- Monitors compliance of county, state, and federal regulations in the San Fernando Valley, Antelope Valley and San Bernardino County areas.
- Conducts ongoing monitoring reviews in multiple formats including, but not limited to: reviewing data using NOHO Application, reports and case files to ensure compliance with county, federal, state, and internal regulations for the programs being monitored.
- Completes review of parent and provider case files to identify overall trends; accesses all data bases to determine the effectiveness of overall record keeping systems.
- Prepares, collects, aggregates, and analyzes data obtained during on-site reviews for reporting purposes. Submits accurate and timely reports. Prepares a variety of technical, statistical, and narrative reports plus correspondence and other written materials.

- Works in partnership with Management team to develop program improvement plans; tracks the progress towards the completion of any outstanding plans to ensure that areas of concerns are addressed within a specified timeline in order to return to full compliance according to performance standards or other related county, federal, and state regulations.

Program Development

- Provides support for the development of ongoing monitoring tools to be used by the program to ensure that county, federal, and state regulations are monitored and regulations are being consistently applied effectively.
- Provides support with ongoing review and edits when needed to policies and procedures.
- Assist in aggregating data for the purpose of identifying program quality needs; recommends support and quality improvement planning to ensure program quality standards are met.
- Reviews findings with Monitoring Manager and assists in implementing changes resulting from data collection and analysis.

- Makes recommendations to management team for changes in procedures, department goals, and department/division outcomes.

Regulations

- Responsible for maintaining a knowledge and understanding of Title 5, Funding Terms and Conditions, and Agency Policy. Keeps current on any changes affecting federal rules, regulations, and guidelines regarding the Subsidy programs through accessing and interpreting all relevant communication.
- Ensures compliance with internal and regulatory guidelines of programs and assists in editing and formatting of documentation to prepare written reports.

To join our team ... visit our website at www.ccrcca.org/work-at-ccrc and select "View Our Current Job Postings"

CCRC is a one of the largest and widely respected non-profits in California. We cultivate child, family and community well-being through our creative, informative and supportive programs and services. Our 700+ member team serves over 35,000 children and families each month in Northern Los Angeles and San Bernardino Counties.

CCRC offers a comprehensive employee benefits package which includes: Medical, Dental and Vision insurance, Life and Long Term Disability insurance, 403(b) plan, Flexible Spending Accounts, Paid Holidays including Winter Break, Paid Time Off, plus many other supplemental benefits such as, Credit Union membership and Professional Development Opportunities.

CCRC will consider for employment qualified applicants with Criminal Histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.