

FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

Job Title: Grant Compliance Manager

Reports to: Controller

Education Requirement: Bachelor's Degree or equivalent education and experience

Experience Required: Minimum of 3 years of program analysis and reporting

Position is Exempt, Full Time

Job Summary: Support all Families Forward programs with oversight and management of all Government Grants and program database systems including Client Track and HMIS. Ensure high-quality data entry, file compliance, and reporting. Manage overall Government Grant application, allocations and compliance, manage external audits and lead the process to provide quarterly agency-wide performance measures.

Supervision / Evaluation: Data Quality Specialist, Data Entry Clerk, Data Entry Volunteers

Essential Job Duties:

Administer and Manage Client Databases (30% of time spent)

Responsible for overall management and implementation of Client Track and HMIS for all agency programs:

- Primary interface with vendors and/or responsible agencies
- Attend data meetings in support of Coordinated Entry, Tools and Technologies and HMIS user meetings
- Administer Client Track system (Isis?)
 - Managing version control, setting up new projects and problem solving
 - Setting criteria for all data processes for any client-facing program
 - Responsible for all training and quality guidelines

Data Quality and Reporting (30% of time spent)

Actively monitor data content for third-party thresholds and for internal program goals at least monthly, providing feedback to agency and program staff to adjust data entry or program implementation

- Monthly reports and recommendations to program leaders on program measures
- Training and communication on any suggested process improvement
- Problem solving with all program teams
- Communicate late data requests, entries, exits, services, case notes and packet completion by Case Manager in a monthly report card to clarify accountability and improve data performance measures.
- Data certification to third parties as required

Audit, Compliance and Grant Reporting (30% of time spent)

Working with Controller assign client families and allocate program staff time to specific grants to maximize grant performance. Proactively reviews grant requirements for tracking and reporting. Clearly communicate service goals by grant to program staff and monitor progress. Provide all required data for grant reporting at conclusion of each grant.

- Includes leadership role in government grant auditing process
- Includes identifying grants with specific reporting needs such as reimbursement grants or designated restrictions and requirements for number of clients served.

Agency-wide Performance Measures (10% of time spent)

- Develop and maintain departmental policies and procedures to ensure data quality for the organization.
- Implement program evaluation strategies to determine the efficiency and effectiveness of the agency's programs and services.
- Provide annual, agency-wide performance measures. Assist in providing any agency service or performance measures as needed for grant applications. (Isis?)

Additional Qualifications:

- Maintain Valid California Driver License and State Mandated Auto Insurance.

Please send resume and cover letter to Elizabeth Childs, Director of HR, at echilds@families-forward.org