

JOB DESCRIPTION

Title: Contracts & Accountability Coordinator
Salary: \$17.00 - \$27.00
Status: Non-Exempt
Reports to: Director of Provider Services

Summary of Responsibilities:

This is a highly responsible and professional position tasked with ensuring the accuracy of School Readiness and VPK (Voluntary Pre-Kindergarten) Provider records and contract compliance. The position requires individuals possessing exemplary interpersonal skills, a professional demeanor and attention to detail.

A large part of our organizational duties pertains to outreach which consists of assisting families in the office and families in our communities. Therefore, participation in our outreach events is required of all employees. This not only helps our families but builds our efforts as a united team at the ELCIRMO (Early Learning Coalition of Indian River, Martin and Okeechobee Counties).

Essential Job Functions:

- Manages all School Readiness Provider contracts in the Provider Portal to include but not limited to the following:
 - Communicate with potential and existing SR Providers regarding documentation requirements and contract process.
 - Review documents for completeness
 - Set-up provider files electronically
 - Monitor contract compliance throughout the term of the contract; create, track, update monitoring log and reports.
 - Process, track and complete all provider contract terminations pursuant to the terms outlined in the provider contract.
- Manage all VPK Provider contracts to include but not limited to the following:
 - Communicate with potential and existing VPK providers regarding documentation requirements, contract process, program rules and regulations.
 - Review documents for completeness and obtain any missing or additional information needed.
 - Set-up provider files electronically
 - Monitor program and contract compliance throughout the term of the contract; create, track, update and maintain forms, logs, and reports.
 - Process, track and complete all provider contract terminations pursuant to the terms outlined in the provider contract.
- Manages Program Assessments for both SR and VPK
 - Manage registration in QPS.
 - Coordinate WELS reports with assessors for scheduling
 - Track scheduling for all sites
 - Rate sites and notify Providers of Composite Score
- Trains providers on use of the Provider Portal
- Provide SR and VPK contract forms on ELCIRMO website

- Serves as a customer service role model to ensure positive relationship between providers and the Coalition.
- Data Management
 - Entry of and updates in EFS MOD (Enhanced Field) System
 - Contract amendments in EFS MOD
 - Review submissions for child assessment payment and submit for reimbursement
 - Ensure Providers remain in compliance with rules and contractual requirements
- Other duties as assigned.

Essential Knowledge, Skills and Abilities:

- Ability to understand and apply applicable rules, regulations, policies and procedures.
- Stays abreast of all local, state, and federal rules & regulations relating to SR & VPK.
- Basic computer skills, further knowledge of Microsoft Office suite encouraged.
- Knowledge of office procedures and equipment including the application of electronic data processing and working in a web based environment
- Attention to detail and a high degree of organization are required.
- Ability to express ideas effectively verbally and in writing
- Ability to establish and maintain effective working relationships with clients, co-workers, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender or disability.

Qualifications:

- High school diploma with 1-2 years relevant experience is preferred, and/or equivalent work experience with a combination of directly related education, training, and/or direct experience working with the public in a social service setting. Additional college coursework is preferred.
- Must possess valid Florida driver's license with no record of criminal driving offense or license suspension
- Must successfully complete a Level 2 background screening

Essential Physical Skills:

- Ability to sit at a desk for extended periods of time while performing job functions.
- Ability to operate a keyboard, or similar data entry device for extended periods.
- Frequently required to use hands to finger, handle or feel and arms to reach for items.
- Ability to bend, kneel, and stoop for retrieving supplies or miscellaneous items.
- Must possess auditory, verbal and visual capabilities in order to adequately communicate via phone and in person.
- Must be able to lift, push, pull and carry up to 15 pounds.

The physical demands and work environment 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 of this job.

Environmental Conditions:

- Office environment with occasional increased noise levels
- Occasional outdoor events

EOE/DFWP

Employee Signature & Date

Supervisor Signature & Date