

Job Title:	Compliance Specialist	Job Category:	Administrative
Department/Group:	Compliance	Job Code/ Req#:	
Location:	Richmond, TX	Travel Required:	To agency locations
Level/Salary Range:	\$30,000 + DOE	Position Type:	Full-Time; non exempt
HR Contact:	Tina Hood	Date posted:	July 16, 2019
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:			
Internal posting URL:			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Assist clients with housing needs and programs. Ensure grants are in compliance.</p> <ul style="list-style-type: none"> • Be professional and abide by agency core values: Service, Passion, Integrity, Respect, Innovation, and Teamwork • Review general housing application as well as program specific housing application packets to ensure all informant needed is documented. Conduct an assessment on client's current income (employment income, child support, TANF, SSDI, or SSI, etc. – if client says no income – IRS, Worksource verification needed) and develop a plan to direct client to appropriate housing. • Monitor compliance with all contracts and grant requirements. • Implement and maintain calendar of grant related events, including reporting deadlines. • Collect, organize and interpret numerical data. • Enter data into HMIS compatible database (OSNIUM/OS-Soft). • Assist housing specialists when needed. • Assure timely compilation of pertinent statistics, records and information • Create forms and spreadsheets as needed to collect required data. • Instruct and oversee staff in grants compliance areas including client files. • Participate in community awareness events and speaking activities in an effort to educate the community about the problems of domestic violence, sexual assault, and homelessness. • Represent the Fort Bend Women's Center in seminars, or other events as requested for community education purposes and agency fundraisers • Backup for Administrative / Accounts Payables Assistant for recording all incoming monies into the Check Log, making check copies, and distributing to appropriate staff on a daily basis • Other duties as assigned <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Sensitivity and knowledge regarding the issues of family violence and sexual assault and the impact of these crimes on women, children and men. • 4-year degree in a related field and 1 year of related experience or 3+ years of evidenced successful experience in a related setting. • Excellent writing skills • Excellent organizational skills • Proficiency in Microsoft Office Suite • Detail oriented • Clear and effective written and oral communication skills. <p>PREFERRED SKILLS AND COMPETENCIES</p>			

- An enthusiastic personality is a MUST! We assist those who are struggling for self-sufficiency. It is a rewarding job, but one that requires a great deal of optimism.
- Previous experience working with individuals dealing with trauma (preferably domestic or sexual violence) is a plus, but not necessary.
- Judgment - Displays willingness to make decisions, responds compassionately to persons being served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process.
- Innovation - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, and develops innovative approaches and ideas.
- Tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.
- Team player who can roll up their sleeves and get involved in everything from big projects to mundane, simple tasks.
- Not easily frazzled and strong time management skills during busy and slower periods throughout the day.
- Apply basic strategies for good communication, including developing rapport and use active listening.
- Establish and maintain collaborative and trusting relationships with victims/survivors.
- Relate to victims/survivors in a respectful and nonjudgmental manner; employ a victim-centered and trauma-informed perspective.
- Focus on victim/survivor empowerment and emphasize strengths.
- Support victim self-determination and informed decision-making.
- Respect client confidentiality.
- Apply strategies for using verbal and nonverbal communication to calm crises situations so that assessments and case planning may take place.
- Apply strategies for gathering case-specific information and relevant facts for safety planning and service delivery.
- Apply strategies for addressing conflict and moderating one's own verbal and nonverbal reactions to victim/survivor communications as needed.
- Demonstrate ongoing efforts to improve skills in effective communication, including verbal and nonverbal communication, and cultural competency.
- Planning/Organizing - Prioritizes and plans work activities, uses time efficiently, plans for additional resource needs, sets goals and objectives, develops realistic action plans.
- Deadline and solutions oriented with the ability to handle multiple competing priorities and wide-variety of responsibilities.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, participates in meetings.
- Written Communication -Writes clearly, persuasively and informatively, edits work for spelling and grammar, and reads and interprets written information.
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long and/or non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
- Travel required in greater Harris and Fort Bend County areas.

Employee Signature: _____ Date: _____

Officer Signature: _____ Date: _____