



ALTCEW JOB POSTING | 10/5/20

**Position Title: Contracts Monitor II – State/Federal Contracts**

**Department: Business Administration**

**Position Overview:**

This position is lead in programmatic and administrative aspects, including state liaison for all Federal Older Americans Act (OAA)/State of WA Senior Citizens Service Act (SCSA) funded contracted services of ALTCEW. This position may supervise Contracts Monitor I staff. This position performs assigned duties in contract management, contractor compliance assessment, data tracking and reporting. The position is responsible for performing essential functions and responsibilities necessary to monitor service performance and quality of service delivery by ALTCEW sub-contractors

**Supervision:** This position reports to the Business Administration Director

**Essential Functions and Responsibilities** include the following:

**Contract Compliance and Performance**

- Prepares the Agency’s Annual Monitoring Plan for State/Federal contractors.
- Responsible for coordinating compliance of sub-contracted services under appropriate Federal, State, and local laws, rules and regulations. This duties include, but are not limited to:
  1. Lead in implementing and presenting results of programmatic quality assurance reports to lead management staff, Planning and Management Council (PMC) and governmental funding agencies.
  2. Coordinates monitoring and support to contracts with other staff including: Accounting Manager, Contracts Monitor II-Accounting and Metrics Specialist, and Contracts Monitor I.
  3. Performs on-site monitoring of administrative records, operating procedures, and service delivery. Assists in preparation of reports presenting data, analysis of trends and problems, as assigned.

**Contract Management**

- Provides technical support for all RFP and contract extensions during the Agency’s Ad Hoc Committee process. This includes proofing proposal, extension and review documents.
- Reviews and provides Agency feedback for proposed new or revised State or Federal regulations, program standards, and state directives. And communicates revisions to appropriate staff and contractors.
- Responsible for provision of technical assistance and training on contract management, quality assurance and performance assessment measures to contractors.

- Keeps up to date with pertinent service standards and guidelines as determined in Aging and Long Term Services Administration program standards and manuals, policy directives, and management bulletins. Responsible for communicating these changes to Agency contractors.

#### Data Tracking and Reporting

- Assists in compiling monthly data for reporting to funding sources, Agency management team, and to PMC and Governing Board.
- Assists in annual reporting of key metrics for all Agency services.
- Able to navigate, enter data and compile reports in all Agency and in all applicable governmental data systems.

#### Other

- Is cross-trained to cover duties of Contracts Monitor II – Accounting and Metrics Specialist in their absence.
- Other duties may be assigned.

#### Physical Demands

Have speech, visual, and hearing skills sufficient to interact with staff and the public. Some local and regional travel is required for this position. Have the ability to travel using personal vehicle. Ability to key information on a computer and use telephone for long stretches of the day. There are periods of writing, sitting, bending, stretching and lifting. Must have the ability to lift 15 pounds a regular basis (computer case with laptop and files on visits).

#### Skills, Knowledge and Abilities

- Must have advanced skills with MS Word and Excel.
- Preferred, skills in evaluation techniques and tools; knowledge of administration and contracting of social service programs; mathematical functions; data collection techniques and analysis; technical report writing; contract formats; proficient English and grammar skills.
- Preferred, familiarity with aging and long term care services and the Area Agency on Aging service network; social service program monitoring.
- Familiar with service delivery systems in Washington state; report writing/preparation
- Ability to learn and apply contracted service standards and guidelines as determined in Aging and Long Term Support Administration program standards and manuals, policy directives, and management bulletins. Ability to be team player that helps the organization and department meet quality assurance objectives. Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.
- Ability to organize and prioritize essential duties and responsibilities including manage project schedules and deadlines.
- Must have and maintain a valid driver's license and vehicle insurance.
- Able to use own transportation to occasionally drive to contract sites within our 5-county area.

#### Minimum Qualifications

Bachelor's degree in behavioral or health sciences or other job related field and two years of social services experience. Supervisory experience in related field is preferred. Program monitoring experience and experience working with elderly and/or disabled is preferred. Must have dependable

transportation and be willing to travel, and meet the skills, knowledge and abilities previously listed. A criminal background check is required.

**Beginning Salary:** \$48,089 Step 7.

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