

Systems and Compliance Specialist

Location: Palm Coast, Florida

Job Description: Are you looking for a position with a dynamic agency that will directly help people in our community? Would you like to work for an organization that positively impacts the wellbeing of the people it serves? Are you interested in being a part of the solution? Helping to connect the dots through data, evaluation of systems and processes, services and initiatives? If this sounds like something your skills are designed for, keep reading! Flagler Cares is seeking a Systems and Compliance Specialist to help improve our interactions with internal and external customers and to develop a strong data collection and reporting system to tell our great stories of client success. The ideal candidate will have a high degree of technological skills, including experience with a CRM and MS Office as well as a high degree of attention to detail. General human resources, basic information technology, and/or grant and contract management and deliverables knowledge is a plus!

Most Essential Work:

- Perform general administrative support tasks
- Coordinate policy and procedure updates
- Perform internal reviews of organization tasks
- Support compliance activities, specifically in relation to DCF licensure and accreditation
- Manage grant and contract deliverables, including coordination with sub-contractors
- Contribute ideas for improvement and change of programs
- Assist in the supervision of tasks
- Able to effectively prioritize tasks
- Excellent skills in Microsoft Office
- Excellent organizational skills and attention to detail

What will you be doing?

- Report and analyze program activities to act on tasks and support staff
- Support compliance activities and organization of materials/evidence
- Support grant and contract deliverable requirements
- Coordinate special projects

Are you our next Systems and Compliance Specialist?

- Associate or bachelor's degree in a human services field is highly desirable
- Working in a helping field with at least five years' experience is preferred
- Excellent interpersonal skills

Now for the exciting part...

- Full-time, hourly, non-exempt position with an annual salary range of \$45,000 – \$51,000
- PTO accrual begins on the first day of employment
- 14 paid holidays
- Employer paid health care coverage for the employee
- Several supplemental insurance policy options offered through AFLAC
- SIMPLE IRA Plan offered through Fidelity with employer match

Are you in? Great! Here are the next steps.

- Submit a cover letter and resume with a copy to resume@flaglercares.org