Instituto Familiar de La Raza, Inc.

Job Description

CONTRACTS & COMPLIANCE MANAGER I

Administration

Hiring Range: $55,000 to $63,000 annually

AGENCY DESCRIPTION:

Instituto Familiar de la Raza, Inc. (IFR) is a multi-service community health and social service agency with emphasis in serving the Chicano/Latino/Indígena community in San Francisco with a special focus on the diverse needs of the Mission District. Services include a wide range of mental health, HIV related services, and social services including health promotion, education, prevention, early intervention, case management, and psychological and psychiatric interventions as well as cultural/social and spiritual re-enforcement. The agency serves children, youth, adults and families. It has a rich history of working collaboratively with other agencies to meet the needs of the Chicano/Latino/Indígena community and other cultural/racial communities in San Francisco.

JOB DESCRIPTION:

The IFR’s Contracts Management and Compliance Unit (CMCU) provides support to the organization’s program management and executive teams in contractual and compliance matters. IFR has significantly increased its level of revenue during the last years which has required the expansion of its operational structure, including CMCU. At the moment, CMCU is focusing its efforts not only to sustain IFR’s operations, but to enhance systems of prevention and proactive action. The ultimate goal of CMCU is to provide quality support to IFR program teams to facilitate the delivery of services in the most efficient manner.

Under supervision and guidance of the Contracts & Compliance Manager II, the Contracts & Compliance Manager I will work in the implementation of the CMCU’s plan of expansion for strengthening and enhancing systems of program performance monitoring and data quality. The Contracts & Compliance Manager I will also work with the Manager II in ensuring compliance with contracts’ requirements and city regulations.

This is a full-time, exempt position, which is a benefit eligible.

ESSENTIAL JOB DUTIES: ARE, BUT NOT LIMITED TO THE FOLLOWING:

- Be a thoughtful partner in the planning and implementation of activities to strengthen CMCU.
- Assist in the development of standard operating procedures for internal monitoring of program performance and deliverables.
- Collaborate in the development of a Contracts Management & Compliance Unit Manual, including policies and procedures for the unit’s operations.

Instituto Familiar de la Raza, is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. People of color are encouraged to apply.
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- Coordination of effective program efforts to respond to compliance requirements.
- Support in the development of organizational policies as they relate to program compliance.
- Perform internal monitoring reviews alongside the supervising Manager.
- Ensure that executed contracts’ requirements are communicated to relevant staff and provide technical support to staff to meet contract requirements, including contract and budget preparation and modifications, correction plans, monitoring, annual reports, and annual monitoring site reviews.
- Aids in the development and maintenance of a record management system for contract’s documentation, and maintain contract agreement files.
- Develop working relationships with agency program managers and external stakeholders.
- Undertake full responsibility for a portfolio of IFR contracts, including the coordination of contract modifications and extensions, and preparation of materials for contract negotiations.
- Ensures timely submission of administrative reports to local, state and federal funders.
- Participates in internal agency committees, as assigned.
- Performs other duties as required by program and/or agency.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATION, AND LICENSES

- Any combination of education and experience equivalent to a Bachelor’s in Public Health, Public Administration or a related field, plus 2 years of contract or compliance administration, program evaluation or relevant job experience
- Must pass and maintain annual Tuberculosis Test
- Must pass Department of Justice Fingerprint screening

REQUIRED SKILLS:

- Organized and detail-oriented
- Ability to learn quickly
- Outstanding oral and written communication skills
- Strong time management skills and attention to deadlines
- Proficient with Microsoft Office Suite (MS Word, Excel, Access)
- Experience with editing and proofreading work
- Ability to work with a multi-disciplinary team of providers
- Ability to handle multiple tasks/projects, and meet deadlines in a timely manner

PREFERRED SKILLS:

- Bicultural/bilingual (Spanish) competency
- Experience with the development of policies and procedures in non-profit community agencies, and/or community-based agencies or public service organizations focused on community health.
- Knowledge of and sensitivity to issues of diversity.
- Familiarity with the City and County of San Francisco contractors’ policies and regulations.

HOW TO APPLY

Please email cover letter and resume (required) in a Word format to Human Resources at: jobs@ifrsf.org

Please include the job title in the subject line

Visit our website at IFRSF.org for more information about our agency!