

Cornerstone Community Action Agency

Job Description

CFS Program Monitor

Exempt (Y/N): No

Introductory period: 180 days

Supervisor: Director of Infrastructure

Work Period: Must not exceed 40 hrs./wk.

Cornerstone Community Action Agency. is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.

CCAA Vision Statement: To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

CCAA Mission Statement: A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

SUMMARY: Assist and support the Child & Family Services Department in ensuring quality services for children and families. Monitors program components for compliance. Works to resolve non-compliance issues. Ensures compliance with federal regulations, state licensing regulations, and Cornerstone Community Action Agency Policies and Procedures. Utilizes a variety of data collection methodologies in an effort to analyze the effectiveness of program compliance and planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The CFS Program Monitor will:

- Assist in the coordination and implementation of the Head Start Program Plan and On-Going Monitoring Plan
- Collect child, family, and staff information and compile data.
- Complete monthly, quarterly, and/or annual reports
- Establish and maintain up-to-date record keeping, documentation, and information tracking systems.
- Maintain knowledge of the Head Start Performance Standards and Federal and State Regulations
- Develop and maintain a knowledge of the force of law documents required for the Head Start Program including updates to legislation and any changes that need to be implemented. Enforce and adhere to these requirements.
- Aid in training staff as required.
- Complete On-Going Monitoring by performing monthly on-site inspections of files, tracking services, safe environments and communicating with Campus Directors, CFS Program Director, and Director of Infrastructure on a regular basis.
- Ensure that all campuses are in compliance with Federal/State Licensing Regulations. Track and follow-up minimum standard violations/findings from licensing as requested by CFS Program Director.
- Monthly, gather, audit, and report in-kind materials.

- Assist in the development of Standard Operating Procedures as needed.
- Comply with all standards of conduct as stated in HSPPS 1302.90 Personnel Policies and Cornerstone Personnel Policies.
- Share results of monitoring, reports, and/or data to relevant recipients and communicate expectations for compliance.
- Complete other duties as assigned by Director of Infrastructure and Executive Director

General Responsibilities The staff member will:

- **Appearance:** Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.
- **Reliability:** Ensure he/she can be counted on to carry out assigned responsibilities independently.
- **Safety:** Safely and properly use, maintain, and operate all equipment for carrying out duties.
- **Punctuality:** Employee observes regularly scheduled work hours.
- **Compliance:** Employee follows Agency policies, procedures, and established regulations including HSPPS and Childcare Licensing.

Qualification Requirement: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: Must be 18 years old or older. Bachelor's degree in education or a related field preferred. Experience in tracking, program development, and/or monitoring preferred. Experience in compliance with federal and state regulations is preferred.

Required Skills/Abilities

Language Skills: Must have the ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people, employees, or community organizations. Ability to design and implement effective training for the department and agency. Must have excellent verbal and written communication skills, including group presentations, and be able communicate in an effective professional manner with the public, agency clients, vendors, and staff. Good diagnostic, troubleshooting, and problem-solving skills.

Reasoning Ability: Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to work independently and to deal with problems involving several concrete variables in standardized situations. Must have excellent interpersonal and customer service skills.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.

Physical Demands: The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit for long periods

of time and use hands and fingers to gather information, write, fax, data entry, telephone, keep his/hers working office clean and orderly. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include listening to and talking to the public, agency clients, vendors, and staff. Sustained concentration and attention to detail and accuracy, along with ability to prioritize a complex workload. The employee must be able to lift or move up to 25 pounds.

Other Skills and Abilities: Ability to operate a personal computer, proficient in use of e-mail and Microsoft Office Suite or related software. Competent in the use of fax and copier machines, calculators, and other office machines. Must have excellent organizational skills and attention to detail. Additional skills for compliance include Research skills, reporting research results, analyzing data, coordination, and audit skills. Traveling and attending evening and weekend meetings/events is required. Ability to carry out instructions assigned by Supervisor, or Executive Director.

**This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

Failure to comply with Personnel policies, job responsibilities, functions, and safety policies, can result in disciplinary actions up to and including termination.

This is an "At Will" employment and nothing contained herein is intended to create any contractual rights between Employer and Employee. Employees may be terminated at any time with or without cause.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EMPLOYEE RECEIPT OF JOB DESCRIPTION

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have received a copy of this document.

Employee SIGNATURE

Date of Signature

Employee PRINTED NAME