Tarrant County Homeless Coalition

300 S Beach Street, Fort Worth, TX 76105 ⏐ PO BOX 471638, Fort Worth, TX 76147-1406

817/509-3635 ⏐fax 817/719-9489 ⏐www.AHomeWithHope.org

Date: 02/12/2021

Position: Compliance Specialist

FLSA Status: Non-exempt

Job Status: Full Time

Reports To: Business Manager

Supervises: None

The Compliance Specialist is responsible for compiling and analyzing internal and external documents and information to ensure compliance with federal, state and local funding sources. This position will assist partner agencies by providing oversight for grant spend down and eligibility, communicate with landlords and other vendors regarding payments and will participate on other related projects. The Compliance Specialist will work with the Business Manager and other team members to carry out these responsibilities. The Compliance Specialist is part of a team that is responsible for a variety of continuum of care system supports including working with partner agencies to ensure a smooth transition from homeless to housed.

**REASONABLE ACCOMODATIONS STATEMENT**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Collect, review and ensure accuracy of required program documentation.
* Maintain an accurate log of clients assisted with HHSP, DCSF and landlord incentives.
* Manage all requests for Direct Client Service Funds.
* Communicate with partner agencies and landlords to maintain positive working relationships.
* Assist with required programmatic and financial reporting.
* Ensure data quality.
* Perform other HMIS-related services as required.

**Education**

* Bachelor’s degree preferred with major course work in computer science, information systems, business, public administration, social work, or related field; significant experience with financial systems and/or compliance activities may be considered in lieu of a degree.
* Minimum of one year fulltime professional work experience within an information technology environment such as web development or database management preferred. Direct experience with HMIS or a client-based software application preferred.

**COMPETENCIES**

* Desire and commitment to prevent and end homelessness.
* Customer-service orientation
* High degree of computer literacy including excellent command of Microsoft Office and Adobe Acrobat required.

**WORK ENVIRONMENT**

Office setting, mostly seated for long periods of time, walking/standing/lifting may be required.

**STATEMENT ON DIVERSITY**

The staff, customers, stakeholders, and colleagues of the Tarrant County Homeless Coalition reflect the diversity of our community. TCHC’s services conform to Federal Fair Housing Laws and the City of Fort Worth’s public policies on non-discrimination. Employees of TCHC are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/ or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, transgender, gender identity or gender expression.

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| The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.  |