

Community Action Partnership of Central Illinois Job Description



Position: Risk and Compliance Coordinator
Supervisor: Head Start Management Systems Manager on Point
Classification: Level III, Non-Exempt

+ Overview

The Risk and Compliance Coordinator is responsible for periodic internal reviews or audits to ensure that all policies and processes governing the Head Start Program are followed. The R&C Coordinator conducts internal examinations in the event of a compliance breach, reporting the findings of those examinations to the Management Systems Manager on Point and making recommendations to repair and mitigate when compliance failures occur. The R&C Coordinator will assess operational risks in the Head Start Program and assist the Management Systems Manager on Point to develop Risk Management Strategies for the Comprehensive Risk Management Plan. It is the responsibility of the R&C Coordinator to provide proactive training and/or guidance to avoid compliance breaches. Finally, the Risk and Compliance Coordinator will assist in maintaining the Process Repository Library for Head Start and ensuring access to all Head Start staff members.

+ Essential Job Functions

- Assist with ensuring that all Policies and Processes are being successfully and compliantly implemented in the Site locations and for the Head Start Program at large
- Support the Management Systems Manager on Point in daily operations
- Facilitate purchasing process for items needed for program operations
- Represent HS on other agency and HS committees as needed
- Discuss emerging compliance issues with the Manager(s) on Point
- Collaborate with the Management Systems Manager on Point and Manager(s) on Point to ensure the implementation of consistent staff discipline in the event of compliance deviations
- Verify, track, and prepare records for the Head Start Program Non-federal share donation requirement
- Work directly with the Human Resources office to ensure forms for all sites are compliant and up to date
- Work with other team members to fulfill requirements for Fire Marshal Findings, Federal Review, and DCFS Compliance Action Plan as quickly as possible
- Provide new staff with the initial first day training and assist with DCFS and HS required documentation
- Complete new staff site files, ensuring all files are complete
- Complete monthly compliance checklists in all classrooms
- Assist Management team to provide periodic compliance training to Agency staff
- Maintain confidentiality of all information regarding children, families, and staff.
- Attend all staff meetings, trainings, workshops, and conferences according to Head Start Performance Standards and DCFS Licensing standards with at least 20 hours in-service training annually.
- Assist in recruitment of children as specified by Recruitment Process.
- Support families in the School Readiness and the Parent, Family and Community Engagement processes.
- Perform any other duties needed to help drive our vision, fulfill our mission, and abide by our organization's values.

+ Education and Experience

- Must have a High School Diploma or Equivalency Certification (GED).
- Experience with Microsoft Applications including SharePoint or similar collaboration software application
- 2-4 years+ experience in organizational compliance or related field
- Ability to plan and accomplish goals in areas that are not necessarily his/her field of expertise.
- Ability to work without supervision

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

Updated: ~~February 28, 2025~~ August 23, 2024

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- Familiarity with standard concepts, practices and procedures within Early Childhood or related field and/or willingness to learn and help enforce expectations
- Must successfully complete CPR, First Aid, Certified Food Handler's, Mandated Reporter and any other certification deemed necessary for ~~operation~~the operation of the program
- This position requires you to drive an agency vehicle, therefore, you will be subject to CAPCIL insurance reviews. If for some reason you are unable to be insured by the agency's insurance, you will be unable to drive CAPCIL vehicles, which could result in termination.
- Illinois State ID and reliable transportation required with current insurance.

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+ Benefits

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.
- Employee Term Life Insurance up to \$30,000 depending on age, spousal coverage (up to age 70) for \$10,000 and/or child coverage (up to age 26) for \$10,000 per child.
- Dental and Vision Insurance Plan (Employer paid for the employee, employees can choose to add on dependents at their own expense.)
- 403-B Retirement plan (CAPCIL will match up to 3%)
- Paid Time Off/PTO (6.5 days at time of hire, an additional 6.5 days after the 90-day probationary period, prorated based on hire date and increases with continued employment)
- Sick Leave (accrues at the rate of 4 hours per pay period for Full-Time and 2 hours per pay period for Part Time)
- 18 Paid Holidays (Including your birthday)

+ Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
Ensuring compliance with OHS and DCFS guidelines	Monitor compliance findings for HS, DCFS, and Fire Marshal	Monitoring Reports	100% in 5 days
Ensuring compliance with DCFS guidelines	Complete all new staff site files	Site file status	100% in 10 days of hire
Ensuring compliance with HSPS, DCFS, and Creative Curriculum.	Classroom Teacher Observation Checklists are completed and documented in the SharePoint Folder	Completed Monthly Checklists	100% of monthly compliance checklists are communicated with supervisors within 5 days

Signature of Staff Member

Date

Signature of Human Resources Director

Date

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