



Position Title: Compliance Manager

Reports to: Executive Director

If you enjoy helping children to succeed and are also organized and a stickler for details and processes, consider joining Quad A for Kids as a full-time, year-round Compliance Manager.

General Responsibilities:

Quad A for Kids, a program of Rochester Area Community Foundation Initiatives (RACFI), currently operates four after-school programs at Rochester City School District elementary schools 2, 4, 16, and 34 during the school year, generally October to June.

The Compliance Manager is a member of Quad A's leadership team, which includes the Executive Director, Multi-Site Director and the Site Coordinators at each school. This position is responsible for ensuring that all of the programs and operations are in compliance with regulations and policies related to programming and staff required by the New York State Office of Children and Family Services (OCFS), the Child Care Council, the Rochester City School District (RCSD), Foodlink, funders, and other partnering organizations. In addition, the Compliance Manager also ensures that the Quad A programs provide a safe environment, quality care, and program excellence for all participants, and that parents and guardians receive regular communications.

The ideal candidate must have knowledge of afterschool programming and regulations and be qualified, through previous training and experience, to carry out his/her job responsibilities in a mature, timely, and professional manner.

Core Competencies:

- Ability to develop new technical skills and expand knowledge of regulations, systems, and software
- Capacity to create, maintain and test internal compliance procedures and controls
- Establish program metrics, monitor results and work to improve performance
- Strong interpersonal and organizational skills and innate ability to treat individuals with courtesy and respect;
- Demonstrated ability to work collaboratively as a team member and willingness to learn and grow on the job;
- Communicate in a clear manner;

Specific Responsibilities:

The Compliance Manager works in the Quad A for Kids office and reports to the Executive Director. Together they work to complete grant reports, billing and invoices, and applicable grant requests for RCSD, OCFS, and NY State Education.

In collaboration with site coordinators, the Compliance Manager will ensure that all programs are in compliance with regulations from OCFS, Child Care Council, RCSD, NYS Department of Education, Foodlink and other funders/regulatory agencies, and that a safe environment for all children in the program is maintained.

The Compliance Manager also will:

- Work directly with OCFS and site coordinators to ensure that all staff paperwork is complete and background clearances are submitted;
- Conduct routine site inspections to determine that all records, fire drills, emergency plans, health care plans, monthly safety inspections, shelter in place, behavior, and medical logs under regulations by OCFS, etc., are up to date as determined by the SACC regulations.
- Ensure all mandatory site information binders are accurate and updated at each site and all databases are maintained and updated;
- Review and ensure accuracy of site's daily attendance logs;
- Collect site-specific student data necessary for evaluation;
- Design staff bulletin, parent information, and program newsletters for site coordinators to distribute;
- Ensure Foodlink food standards and paperwork are maintained, along with proper program equipment and supplies inventories;
- Wear proper identification, appropriate secured footwear and professional clothing **at all times**;
- Expand job knowledge and skills by demonstrating a willingness to learn and attend professional development; and
- Perform other program duties as dictated by operational needs and be willing to cross train to fulfill other duties when requested.

Certifications and Job Requirements:

The Compliance Manager will:

- Maintain current medical and tuberculosis health forms;
- Participate in new staff orientation within 10 days of hire;
- Complete the amount of staff training required by OCFS within the first 6 months of hire and obtain required training every two years;
- Be fingerprinted and have background checks conducted by OCFS and RACFI prior to hire;
- Maintain required certifications, including CPR (with an AED), First Aid, medication administration, supervision, Foodlink and others;
- Be proficient with Microsoft Office; and
- Multi-task and stay organized in a fast-paced setting.

Qualifications:

The Compliance Manager must:

- Be at least 18 years of age;
- Possess a bachelor's degree; and
- Have two years of direct experience in a similar capacity or capably demonstrate aptitude to undertake the position.

Compensation:

The Compliance Manager position is a 12-month, full-time position with a work week of 37.5 hours during the academic year that follows the school schedule. The position is grant-funded in an established nonprofit organization.