

# Bay Area Turning Point, Inc.

<b>Job Title:</b> Grants and Compliance Specialist	<b>Job Code:</b>
<b>Department:</b> Administration	<b>Reports to:</b> Compliance Manager
<b>Effective Date:</b>	<b>FLSA Status:</b> Non-exempt

## **Position Overview**

**Hours: 40 per week** Schedule *may be flexible as necessary to achieve program objectives, tasks, activities, responsibilities and to effectively document outcome measures and variances.*

**Summary Description:** Assists with input and oversight of participant statistical data. Assists in preparing grant reports for both Residential and Non-Residential services for victims of domestic violence and sexual assault. Assists in overseeing the agency databases. Communicates findings, trends and issues with Participant Services Department as it relates to grant requirements and quality of services. Assists with technological related issues within the agency.

## **Essential Duties and Responsibilities**

- Compile and input data daily for victims of sexual assault 25% of the time and family violence survivors 75% of the time.
- Compile all data required on a monthly, quarterly, bi-annual and annual basis as required.
- Serve as the point of access to closed residential and non-residential files of victims of sexual assault and family violence.
- Maintain participant file systems to ensure participant confidentiality.
- Compile and complete grant reports for all Residential and Non-Residential grants as assigned.
- Oversight of service entries via the agency's tracking database for grant reports.
- Monitors sexual assault files and family violence files weekly to ensure accuracy of documentation.
- Assists with the training and the development of training materials used to train new staff on database usage.
- Produces findings to Client Services Staff weekly and addresses applicable compliance issues.
- Assists in completing Production Records when Food Svc Specialist position is vacant and is back up for Finance
- Assistant CAFP duties when out.
- Gather and complies reports on participants, volunteers and staff feedback.
- Answers and completes hotlines for victims of Sexual Assault 25% of the time and Family Violence 75% of the time.
- Setup new employee emails, drives and all applicable technology requests

## **Responsibilities:**

- Maintain sexual assault and family violence participant files to include monitoring for accuracy.
- Compile and complete all Residential and Non-Residential grant reports.
- Assists with the development of tracking systems to ensure all grant data is compiled and is accurate.
- Reviews and inputs data daily
- Updates compliance and grant forms as needed
- Maintain organized file system reports for both Residential and Non-Residential Department
- for victims of sexual assault 25% of the time.
- Serves on the Outcomes Management Team
- Attends grant seminars/workshops as requested.
- Communicate needs to the supervisor in a timely manner.
- Typing, proofreading, and data entry.

- Assists with Building Coverage and the Crisis Hotline for victims of sexual assault 25% of the time and victims of domestic violence 75% of the time.
- Oversee the Quality Assurance Program for the Residential and Non-Residential Programs.
- Maintain upkeep technology request
- Other duties as assigned.

**Education and Other Requirements**

- 2 year degree with 3 years high level clerical experience; or, 5 years successful high level clerical experience.
- Proficient on Excel, Access, Word, Publisher.
- Attention to detail and accuracy in record keeping.
- Ability to motivate, train, and provide positive and negative feedback to staff.
- Ability to manage multiple tasks and prioritize a changing workload.
- Ability to maintain confidentiality.
- Ability to describe program/agency policies, procedures, mission and services.
- Ability to maintain community and volunteer relations.
- Ability to model positive attitude, sensitivity to participants and to work as a team player.
- Ability to lift/carry/move a minimum of 40 lbs. for an extended distance.
- Must have a clean driving record and be insurable on the agency's auto insurance policy.
- Must have 2 years of verifiable driving experience.
- Must have a current Texas State Drivers License

**I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

06/2014; 8/2016  
Grants and Compliance Specialist

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HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	8/2016

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.**