

# Children's Board of Hillsborough County

## JOB DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this job description.*

### Senior Provider Liaison

**Department:** Programs

**Pay Grade:** 107

**FLSA Status:** Exempt

#### JOB SUMMARY

The Senior Provider Liaison performs procurement and monitoring duties related to administering grants for publicly funded programs in support of community needs and advocates with Provider perspectives in mind which will help demonstrate impact and provide services more efficiently and effectively.

#### ESSENTIAL JOB FUNCTIONS

- Assist Programs Procurement Manager or Director of Programs with funding release process and documentation activities.
- Provide pre-contract technical expertise concerning funding sources, grant application requirements and enhanced support during contract/budget development process.
- Upon approval, prepare new, timely contracts in accordance with established procedures in collaboration with Research, Fiscal and Specialist roles.
- Monitor up to 10 grants with special focus on small nonprofits for administrative, fiscal, and performance for quality assurance purposes in accordance with federal, state, and local regulations & General Terms and Conditions.
- On-site engagement with Providers to observe services and attend events for deeper insight into systems and best practices.
- Offer Provider technical assistance to coordinate resources, data collection through CBHC Data Collection System, improve service delivery and conduct annual data integrity checks for evaluation.
- Complete quarterly reporting and contract evaluations to ensure effective outcomes, proper and accurate data collection, and consistent evaluation practices.
- Review Provider special requests, budget modifications, matrix modifications, and/or contract amendments.
- Prepare written reports of all critical incidents with assigned contracts.

- Coordinate internal and external grant meetings to support reporting, compliance or changes with CBHC practices.
- Develop or recommend updates for CBHC organizational procedures for release process, contract development or monitoring.
- Host or coordinate training events, focus groups or workshops to address common challenges, trends, needs, or to promote resource and information sharing.
- Engage in outreach, networking and partner relationships.
- Perform other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Requires a bachelor's degree in a related field; three (3) years of experience involving duties concerning research into, developing funding applications for, monitoring, planning, evaluating, or contracting of community service programs; or equivalent combination of education and experience. Master's degree and two (2) years of experience involving duties concerning research into, developing funding applications for, monitoring, planning, evaluating, or contracting of community service programs preferred.

#### **Licenses or Certifications:**

- Must possess valid state driver's license.

#### **Special Requirements:**

- None.

#### **Knowledge, Skills and Abilities:**

- Extensive knowledge of contract monitoring and/or procedures related to public (government) grant administration.
- Extensive knowledge of funding sources and associated requirements and regulations.
- Skill in the application of managerial and organizational techniques.
- Skill in making presentations to groups.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with others in a team-oriented environment.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.

### **PHYSICAL DEMANDS**

Physical demands are restricted to sedentary to light work requiring occasional lifting or moving of items up to 20 pounds. Requires standing or sitting for sustained periods of time; walking or moving from one work site to another; manual dexterity to pick, pinch, type, or otherwise work primarily with fingers e.g., routine keyboard operations; mental acuity including the ability to make rational decisions through sound logic and deductive processes; hearing to receive detailed information and to make the discrimination in sound; and the ability to express ideas by means of the spoken word and have close visual acuity. Other physical abilities that may be required: balancing, crouching, handling, kneeling, reaching, repetitive motion, and stooping.

### **WORK ENVIRONMENT**

Essential functions are regularly performed without exposure to adverse environmental conditions; work is performed in a standard, temperature-controlled environment subject to typical office noise and environment.

***The Children's Board of Hillsborough County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

#### **Equal Opportunity Employer**

*The Children's Board of Hillsborough County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The Board's policy is to employ qualified persons without discrimination on the basis of any protected characteristic, including race, color, religion, national origin, citizenship, sex, political affiliation, veteran's status, age, genetic information, sexual orientation, gender identity, to include transgender status, disability, or status in any other group protected by federal, state, and local law.*