



KCRHA

King County Regional Homelessness Authority

Compliance Coordinator

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Role Title: Compliance Coordinator

Salary Range: \$85,000 - \$95,000

Organizational Overview

The King County Regional Homelessness Authority (the RHA) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience.
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

Team Overview

The Grants Team within the RHA's Administration Department is responsible for grant-funded homelessness related strategy development, procurement, contract implementation, compliance monitoring, and overall oversight within the agency. The team has direct lines of interaction with all offices across the agency, working closely with the Executive Office to ensure direct alignment with the big-picture strategy and goals of the RHA.

Role Description

As part of the Grants Team, the Compliance Coordinator works closely with the Grants Manager and Procurement Team to provide specialized content knowledge expertise on grants compliance within the Program Division at the RHA. As a contributing member of the Grants

Team, the Coordinator works in support of the agency's mission to provide high-quality, customer-centered services to Seattle/King County community members through providing specialized support to a series of initiatives and programs that support housing and anti-homelessness related supports. The Coordinator reports directly to the Grants Manager and will work closely with the Finance Team and various members of the Program Division, community partners and customers to design compliance related strategies and oversee that work at the RHA, day-to-day. This role is an individual contributor that has a highly focused area of expertise and contributes that expertise to a series of projects related to contract compliance, and risk management. They may also lead specific projects based in this expertise area, informally managing stakeholders, as needed. Reporting directly to the Grants Manager this role has no direct reports.

Accountabilities

Grants Compliance (60%)

- Serve as an internal expert in grants, contracts, federal, and state compliance on the Finance Team
- Develop and maintain grants and contract progress tracking in GMS to ensure provider compliance in accordance with RHA regulations and organizational needs and objective
- Ensure RHA compliance with local, state, and federal requirements
- Stay abreast of various fund source requirements to ensure compliance
- Prepare and review information and reports for internal and external stakeholders
- Lead specialized project work in the grants and contract compliance field, as needed, including developing a work plan to ensure clear identification of objectives and fiscal resources needed for projects of oversight; manage implementation of project related tweaks as a part of continuous improvement efforts
- Develop compliance guidelines, training materials, and checklist in accordance with Federal, State, and local regulations
- Collaborate with the Accounting, Systems Performance, and System Capacity teams, to create continuous feedback loops with stakeholder groups to inform vertical resourcing leveraging a data-driven approach on projects of oversight
- Assist in the development, preparation and negotiating project, agency, and amendments.
- Monitors and evaluates effectiveness and efficiency of services provided by contractors; reviews monthly, quarterly, and annual reports; conducts on-site visits; prepares written program evaluations to determine compliance with performance standards and Federal, State, and local regulations; recommends program modifications or funding changes as appropriate.
- Prepare and monitor contractor corrective action plans
- Assist with Requests for Proposals and other procurement processes ahead of new funding opportunities; modify and improve contract processes and procedure.
- Monitor contract agreements and work orders

- Research publications and Internet sites to remain current on all federal and state compliance provisions
- Assume other responsibilities as assigned

Risk management, System Implementation, and Data Analysis (30%)

- Maintain team practices and norms related to risk management
- Manage purchasing policy and ensure that purchases conform to applicable Federal law and standards of the OMB Uniform Guidance
- Ensure subrecipient monitoring procedures are compliant with federal and other applicable regulations and are consistent with sound business practices.
- Ensure subrecipient compliance with federal regulations and the requirements of their subrecipient agreements through site visits, audits, and other mechanisms applicable to subrecipient monitoring
- Recommend actions necessary to resolve issues/concerns.
- Provide guidance in interpreting and executing applicable regulations and subrecipient award terms and conditions
- Prepare reports for Grants Manager on contract compliance
- Train team members in core practices in grants and contract management as needed

Stakeholder Engagement (10%)

- Engage relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts for projects of oversight
- Attend relevant meetings with community-based organizations, other government agencies and partners, broadly to support informed design, resource building and resource sharing
- Actively build relationships with innovators across the sector/across sectors to support driving creative innovation and change within workstreams of oversight

Minimum Requirements

Studies have shown that women, people of color, and those from underrepresented groups are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in the best candidate for the job and encourage you to think broadly about how your background might make you a valuable member of our team in this role when deciding whether to apply.

At minimum we are looking for the following:

- Fluency in equity and racial justice concepts and language, understand their own privilege and power, and can bring equity impact analysis to life in the context of their tasks
- Familiarity with 2 CFR Part 200 and other regulations related to the provision and funding of homeless services, including the HUD CoC program, ESG, CDBG, CLFR, etc.
- Research publications and Internet sites to remain current on all provisions and federal and state regulations

- 5-7+ years of related work experience in the government, non-profit or related field, with a record of success in grants and contract compliance.
- A record of success in cross-team and/or multi-stakeholder collaboration
- Comfort in conducting research
- Strong organization, written and oral communications skills
- Proficiency using technology and data, including Microsoft Office Suite

Additional Requirements

- Ability to travel up to 10%, in state and out-of-state
- Project management experience, a plus
- Budget management experience, a plus
- Experience working across government agencies and related structures/governing bodies
- A record of success in operations and stakeholder engagement
- Experience designing and operating programs or projects and conducting data-driven continuous improvement processes
- Superior oral and written communication skills
- Experience managing a team; a commitment to differentiating management to support success, growth, and development of a diverse workforce
- Exceptional planning, organizing, and prioritizing skills to manage a diverse workload, multiple demands, and deadline sensitive projects
- A high level of customer service orientation and attention to detail
- Ability to provide and accept feedback
- Ability to work in and across several communication platforms, including social networks and cloud- based systems
- Strong attention to detail, accuracy, timeliness
- The ability to work onsite up to 3 days a week, as needed
- This recruitment may also be used to fill additional positions per business needs

VACCINATION MANDATE

RHA is subject to the King County requirement that all county contractors and volunteers working onsite (Workers) at Executive branch agencies (Agency/Agencies) be fully vaccinated against COVID-19.

If you are the successful candidate for a position, RHA will send you a conditional offer letter. As a condition of employment, prior to a final offer of employment, you will be required to:

- Submit proof of vaccination, or
- Have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of vaccination approved by the Center for Disease Control and Prevention (CDC).

EEO STATEMENT

The Regional Homelessness Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, the Authority will provide reasonable accommodations for qualified individuals with disabilities.