

Compliance Specialist

POSITION TITLE: Compliance Specialist

PROGRAM: Operations and Administration

SUPERVISOR: Senior Director, Operations and Administration

PRIMARY PURPOSE OF JOB

Oversee the compliance and administrative servicing functions for the successful operations of all CentroNía programs.

ESSENTIAL DUTIES

Compliance

1. **Licensing:** Manage all aspects of licensing including but not limited to updating annual calendar for all licensing deadlines, scheduling renewals with external service providers, coordinating documentation submissions, maintaining current licensing record and analyzing and researching all essential licenses pertaining to the successful operations of CentroNía. Preside as a point of contact for all licensing issues.
2. **Insurance:** Manage, oversee and administrate all insurance policies and incident claims pertaining operations, facilities and insurance regarding the children and families of CentroNía through the coordination of response teams of each CentroNía program. Responsible for developing procedures and training staff members on how to respond to incidents and working with program managers to identify the point of contact for each program and following up with team staff to collect incident reports.
3. **Fire, Health and Safety:** Maintain compliance with all current Fire, Health and Safety regulations through scheduling, coordinating and researching with local, state and federal regulatory authorities. Educate staff on current Fire, Health and Safety regulations by publicly posting up-to-date information in designated locations at all CentroNía sites. Coordinate facility safety programs and policies and procedures including OSHA, fire safety and food handling to ensure all programs are aware of regulations.
4. **Contracts:** Maintain contracts relating to Operations and Facilities and make sure contracts are monitored for deadlines on a contracts calendar. Assist the Director in the establishment and management of all vendor contracts, government contracts and leases.

REQUIRED EXPERIENCE



Early Childhood Educator | Community Engagement & Education | Food & Wellness | Family Support
1420 Columbia Road NW Washington DC 20009 • (202) 332-4200 (O) • (202) 745-2562 (F)





CentroNía

Educating children and youth and strengthening families in a bilingual, multicultural community.

5-7 years' experience working with operations and facilities management or similar field.

REQUIRED EDUCATION

BA/ BS in Business, organizational management or related field.

ORGANIZATIONAL BACKGROUND

CentroNía is a nationally recognized, multicultural learning community which has pioneered an innovative and responsive approach to education that helps guide children, youth and families to achieve their goals.

SAFETY HAZARDS

None

Other Requirements:

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job.

The following codes are used to explain the frequency of physical activity: "F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of: (F) Light (up to 25lbs.) (N) Moderate (25-50lbs.) (N) Heavy (over 50lbs.)

On the job the employee must: (O) Bend (F) Sit (N) Squat and Kneel (O) Stand (N) Crawl (F) Walk (N) Climb (O) Push/Pull (N) Handle objects (Manual Dexterity) (O) Reach above shoulder level (F) Use fine finger movements

Working Conditions:



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 www.centronia.org

 /TheCentroNia

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Educating children and youth and strengthening families in a bilingual, multicultural community.

Office located within a community-based organization with a safe, stable and healthy environment. CentroNía has a very diverse staff, and Spanish/English bilingualism is essential to conduct business and serve clients.

To Apply:

Please submit your resume and cover letter; indicating the position you are applying to:

CentroNía
Attn: Human Resources
1420 Columbia Road, NW,
Washington, DC 20009
centroniajobs@centronia.org
Fax (202) 745-0154

“Educating children and strengthening families, in a bilingual, multicultural community.”
CentroNía is an equal opportunity employer.



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