Governor’s Office of Early Childhood Development
Position Description
Maternal, Infant, and Early Childhood Home Visiting (MIECHV)
Manager of Quality Assurance and Compliance

The Governor’s Office of Early Childhood Development (GOECD) leads the state’s initiative to create an integrated system of quality, early learning, and development programs to help give all Illinois children a strong foundation before they begin Kindergarten. The Manager of Quality Assurance and Compliance focuses on all quality assurance and quality improvement programs, activities and partnerships. The Manager of Quality Assurance and Compliance functions as an objective body that reviews, evaluates, and oversees monitoring and compliance within the Illinois MIECHV grant and its grantees/contractors. The Manager of Quality Assurance and Compliance supports MIECHV Home Visiting and Coordinated Intake professional development, evaluation initiatives and partnerships.

Reports to: MIECHV Assistant Project Director

Essential Duties and Responsibilities
- Monitor and ensure grantees/contractors meet their scope of service, performance standards and performance measures.
- Develop, initiate, maintain, and revise policies and procedures for compliance and quality assurance within the MIECHV grant ensuring the policy and procedures meet federal state standards.
- Act as an independent review and evaluation body to ensure that compliance issues/concerns within grantee organizations are being appropriately evaluated, investigated and resolved.
- Manage all aspects of grantees monitoring processes including those related to quality assurance/improvement, fiscal, as well as completion and review of Periodic Performance Reports, documentation of findings, and follow up.
- Monitor and, as necessary, coordinate contract activities and remain abreast of the status of all compliance activities and identify trends to ensure appropriate support and acknowledgement in grantee program implementation.
- Maintain proper documentation of all monitoring and compliance activities.
- Provide or coordinate targeted training for grantee staff based on needs identified from monitoring, community linkage with funding partners (such as compliance with new policies and procedures), utilization review, and identified administrative/programmatic needs.
- Provide consultation to grantees as needed regarding documentation standards and requirements as well as professional development and training.
- Develop and implement corrective action plans for resolution of problematic issues.
- Provide reports on a regular basis, and as directed or requested, to keep the MIECHV grant team informed of the operation and progress of contract compliance efforts.
- Manage the coordination of data collection and quality assurance on a community level for all MIECHV grants. Work with MIECHV partners/grantees with assessing model fidelity, data collection, and continuous quality improvement.
- Serve as primary liaison with other state and private agencies associated with home
visiting programs to ensure alignment across various sectors.

- Attend committee and other relevant meetings.
- Serve as liaison with any other private or state funders that address agency QA/CQI needs related to home visiting documentation standards, protocols, and procedures.
- Track data and submit monthly reports on monitoring, quality assurance and improvement activities.
- Develop and maintain tracking forms and systems to monitor and audit database data entry quality in accordance with MIECHV requirements.
- Continuously use evaluation from various monitoring and other activities to improve quality and efficiency of documentation and program implementation.
- Other duties as required or assigned by the MIECHV Assistant Project Director or the MIECHV Project Director.

Qualifications Requirements

- Master’s degree from an accredited college with degree in business, public health, public administration or related field.
- Five to seven years of program/project management experience is required.
- Experience in administering program monitoring or compliance, preferred.
- Must have a background or education in program administration, preferably the administration of federal grants.

Competencies

- Commitment to the GOECD’s vision and mission.
- Possess advanced project management skills, strong analytical abilities, experience with compliance, quality assurance and/or Continuous Quality Improvement (CQI).
- Experience in grant writing and reporting, fiscal oversight, and supervision.
- Proficiency in grants management, including budgeting, planning, execution, delivery, and reporting.
- Proficiency in the use of Microsoft Suite.
- Strong organizational, interpersonal, problem solving and leadership skills.
- Ability to communicate with diverse stakeholders both orally and in writing.
- Ability to work in a collaborative environment.

This position is **contractual** and time-limited to the grant period with the possibility to extend each year with grant renewals.

Send cover letter and resume to Governor’s Office of Early Childhood Development c/o michelle.esquivel@Illinois.gov.

November 2019