



CONTRACT SPECIALIST

Start Date: 1/21/2023

End Date: 2/06/2023

If you are interested in applying, submit your cover letter and resume to Sarah Chesley: sarah.chesley@cnswfl.org

- Children's Network of Southwest Florida, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ Bachelor's degree from an accredited college or university in Social Science, Accounting, or related field, and minimum two (2) years of related experience
 - ◆ *Official transcripts are a mandatory requirement*
- ◆ Knowledge of fiscal operations, ability to analyze and evaluate statistical data, and experience in Excel
- ◆ Experience working with contractual agreements and policy and procedures is preferred
- ◆ Knowledge of Child Welfare policy and law is preferred

General Purpose of Job (Full job description provided upon interview)

This position is responsible for assuring the delivery of quality-contracted services for adults and children through the provision of comprehensive quality assurance, technical assistance, client management and contract management activities.

PRE-EMPLOYMENT REQUIREMENTS

CERTIFICATES, LICENSE, REGISTRATIONS, BACKGROUNDS, DRUG SCREENS, ETC.

- ◆ Valid driver's license required, with proof of insurance
- ◆ Clean driver's license check is a requirement
- ◆ No special certification or registration is required for this position
- ◆ Criminal background screening (fingerprinting) (FBI/FDLE and Local Law Enforcement)
- ◆ Drug Screening is a requirement
- ◆ Children's Network participates in E-Verify

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying