



CONTRACT SPECIALIST

Start Date: 03/01/2023

End Date: 4/01/2023

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, Business, Accounting, or related field, and minimum one (1) year of related experience
 - ◆ *Official transcripts are a mandatory requirement*
- ◆ Ability to work in Excel, Word and Outlook
- ◆ Knowledge of Child Welfare System preferred
- ◆ Experience with contractual agreements preferred
- ◆ Experience in contract procurement, negotiations and management is a plus

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

Work as part of a team to procure, write and manage Child Welfare services contracts. Provide technical assistance to contracted providers. Review and process invoices and reports. Assist with writing and managing grants. Participate in program development and assure quality service delivery through monitoring, provider meetings and performance data review.

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