**Temporary Employee Position**

(Finance, Compliance, Child Development and Early Education)

Position: Support Specialist  
Reports to: Department Director  
Salary: $20/per hour  
Wage & Hour Status: Temporary, Full-Time

Under supervision of the Department Director, the Support Specialist is responsible for tasks responsibilities and duties associated with Provider grant applications and related compliance and monitoring activities, audit and reconciliation of Provider reimbursement and child attendance records, Provider program assessments, child assessments and developmental screenings, and other duties as assigned.

*(This job description is not all-inclusive, and temporary employees are expected to perform all other duties as assigned and directed by management. Job descriptions and obligations may be modified when deemed appropriate by the Coalition.)*

**Essential Job Duties and Responsibilities:**

- Provide support to the Finance, Compliance, and Child Development and Early Education Departments.
- Assist with tasks including answering and returning phone calls in a timely manner, drafting letters, emails, and other communications.
- Assist with tasks in entering, processing, and reconciling various types of data, in accordance with regulations, state guidance, grant awards and internal Policies/Procedures.
- Produce standard and ad hoc reports. Research, retrieve, and review documentation related to Coalition program and fiscal activities.
- Compile and review attendance documentation submitted by childcare Providers and verify accuracy in the DEL EFS system for proper payments.
- Research, review, and document Provider payments and adjustments for SR and VPK Providers.
- Assist with any monitoring activities for other grant-funded programs to ensure compliance with funder requirements, and as determined by the Coalition.
- Support Coalition process by detecting and investigating possible acts of fraud or abuse resulting in overpayments.
- Research and respond to inquiries received regarding Provider payments.
- Track Provider program assessment data and offer assistance regarding deadlines and use of statewide assessment data system.

**Education, Experience, and Skills Requirements:**

- A minimum of an Associate Degree or equivalent
- At least 3 years of work experience in a business and office setting.
- Experience working with Tableau, is a plus.
- Must have excellent interpersonal, communication (both verbal and written), and organizational skills.
- Must have strong computer skills, including proficiency with Microsoft Office Suite. Knowledge of DEL
EFS system is a plus.

- Must have the ability to manage multiple tasks and priorities.
- Familiarity with the programs offered by the Division of Early Learning or Early Learning Coalitions, is a plus.
- Ability to work flexible hours to ensure project and deadline completion, with occasional evening and weekend hours, as required.
- Must have a valid Florida Driver's License, a good driving record, and requisite automobile insurance.
- Must maintain Florida Driver’s License throughout employment.

**Professional Conduct:**

- Report immediately to the management of any suspected fraud, misrepresentation, any irregularity and suspected irregularity involving employees as well as families served through School Readiness/Voluntary Pre-K, Providers, Contractors and any other parties with a business relationship, direct or indirect, with the Coalition.
- Protect the confidentiality of child, family, and all other data, as required by Coalition.
- Adhere to the Policies and Procedures of the Coalition while maintaining elevated levels of confidentiality and discretion.
- Attend work consistently and punctually, according to Coalition policy.
- Adhere to dress code.
- Contribute positively to the work environment.
- Represent the Coalition professionally, always.
- Demonstrate high standards of integrity, accountability, and service as defined by the values of the Coalition.
- Work cooperatively with both internal and external stakeholders at all times.
- Interpret and effectively communicate Coalition policies verbally and in writing.

**Background Checks:**

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Level II Background Check
- Drug Test
- E-Verify
- Educational Verification and Professional/Personal Reference Verification.

**Essential Physical Requirements:**

While performing duties of this job the contracted employee is regularly required to sit for prolonged periods of time, talk, listen, use hands and fingers to operate a computer, telephone, and other office equipment, reach with hands and arms, and stoop, kneel or crouch. Also, the temporary employee will occasionally lift and move up to 25 lbs. Specific vision abilities required by this job include vision and capacity to adjust focus.

The noise level in the office is usually quiet. The physical demands and work environment described is representative of those that must be met by a temporary employee successfully to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to
perform the essential duties of this job.

THIS JOB DESCRIPTION in no way states or implies that these are the only job duties to be carried out by the temporary employee incumbent in this position. The temporary employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.

This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties, responsibilities, and requirements are essential to the job. Job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than contracted temporary services and does not guarantee a permanent position.

I have reviewed and received a copy of this job description and acknowledge I have had the opportunity to ask for additional clarification from my direct supervisor or by any person authorized to give instructions or assignments.

Temporary Employee Signature: __________________________________________
Temporary Employee Printed Name: _________________________________________
Date: __________________

Supervisor Name: _______________________________________________________
Supervisor Title: _________________________________________________________
Date: __________________