



Contracts Specialist

1 FTE

Job Announcement

Preference given to
applications received by:

Open until filled

REPORTS TO: Business Development Manager

2020 TEN-STEP HOURLY RANGE: \$27.97 - \$36.49, DOQ

JOB SUMMARY: The Northwest Regional Council funds and/or provides community-based programs to help elders, people with disabilities, and people living with behavioral health disorders live in their own homes and communities for as long as possible, postponing or eliminating the need for institutional care. The **Contracts Specialists** manage NWRC's contracting function, including conducting Requests for Proposal/Qualification processes to secure qualified providers, developing contracts, providing technical assistance to providers, and monitoring providers in delivery of quality services. Contracts Specialists provide training, oversee NWRC data systems, manage program data, review cost reports and budgets, monitor approximately 150 contracts to assure compliance with federal, state, and local requirements, and develop contract amendments based upon changing requirements or funding.

ESSENTIAL JOB FUNCTIONS include but are not limited to:

1. Develops and supports a network of contracted services to meet agency and community needs;
2. Serves as a lead for solicitation processes to recruit qualified providers for needed services and assure that the services delivered according to contract and legal requirements;
3. Oversees use of variety of data systems, including entering and querying program data and reporting on program outcomes.
4. Responsible for coordinating compliance monitoring of sub-contracted operations with Federal, State, and local laws, rules, and regulations;
5. Responsible for reviewing and analyzing State and Federal Contracts standards, guidelines, and policies, and advising staff and contractors as necessary for compliance;
6. Responsible for the preparation of reports advising the Executive Director and NWRC's Management Team on the program performance of various contracts;
7. Monitors program management, service delivery, and outcomes of subcontractors/vendors:
 - a) Desk monitoring of program reports for completeness and accuracy. Analyze program and special reports for trends and problems.
 - b) Coordinates with accounting staff on monitoring financial reports.
 - c) Provides onsite monitoring of administrative and fiscal records, operating and fiscal procedures, and service delivery.
 - d) Compiles data and drafts State and other reports on services delivered, as assigned.
 - e) Compiles information from monitoring reports for use in preparing performance evaluation analyses, as assigned.
8. Trains staff, volunteers and contactors on service standards, guidelines, policy directives and management bulletins from governmental funding sources.
9. Prepares monthly debarment reports for all contracts.
10. Facilitates interagency coordination with local and state organizations on program matters, as assigned.
11. Attends and represents NWRC at meetings and presentations throughout the community and with State and Federal partners.

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QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Knowledge of aging and long term services and supports and the Area Agency on Aging service network; social service program monitoring and evaluation techniques and tools; administration and contracting of social service programs; simple mathematical functions; data collection techniques; report writing/preparation; computer (including Microsoft Office Suite), word processing, and data entry techniques.
- Skilled in managing information in data systems including, entry, query, and report development.
- Ability to learn and apply federal and state policy directives and program regulations. Ability to work independently, with good judgment and a minimum of supervision.
- Ability to develop program policies and procedures for new service approaches and/or new areas of responsibility.
- Ability to make clear and concise recommendations based upon independent research and analysis.
- Ability to establish and maintain effective working relationships with agency and subcontractor staff, as well as the general public, with sensitivity to the needs and values that are present in working with diverse groups of people.
- Demonstrated public presentation skills.

Education/Experience:

- Bachelor's Degree in Business Administration, Public Administration, or other closely related field **AND** three years of experience in a contracts specialist or similar position, preferably in the human service field, focused on services in a community setting.
- Experience working in the field of community-based long-term care, contracts management, social services planning and management, aging and/or disability services, and/or human services, **OR**
- An equivalent combination of education and experience that provides the skills, knowledge and ability to perform the work.

Licenses/Certificates:

- Must have a valid driver's license, appropriate insurance, and a car available at the time of hire for some work-related travel.

WORKING CONDITIONS\PHYSICAL REQUIREMENTS:

Work is performed primarily in an office environment with outside assignments. Travel to meetings within Washington State may require substantial driving time. Potential exposure to repetitive stresses due to prolonged use of computers. Sufficient mobility is required for the use of office equipment such as computers, telephones, and files. Lifting a maximum of 40 pounds is required. The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required.

BENEFITS: NWRC offers employer paid medical/dental/vision for the employee and their dependents with the employee choosing from multiple medical and dental plan options. Other employer paid benefits include Life and Long-term Disability insurance with options for buy-up; participation in the Public Employees Retirement System (PERS) with employer & employee contributions, voluntary Flex Plans for health and/or child/elder care, an Employee Assistance Program (EAP) for the employee and dependents and various voluntary deferred compensation programs. Full time employees accrue paid sick and vacation leave, each at 8 hours per month, as well as 11 paid holidays per year. Alternative Work Schedule may be available after successfully passing 6-month Trial Service Period.

TO APPLY: Application materials may be obtained directly at <http://www.nwrcwa.org/employment/>, by emailing Careers@NWRCWA.org, or contacting the Bellingham Office @ 360-676-6749. All application materials, including a cover letter and resume, must be fully completed and returned to the Bellingham office by email, postal mail or placing in our outdoor drop box.

SELECTION PROCESS: After reviewing the applications, the NWRC will contact the most qualified candidates to participate in a selection process consisting of job-related selection exercises. NWRC will make reasonable accommodation upon request for those individuals with disabilities.

Northwest Regional Council
An Equal Opportunity Employer



EMPLOYMENT APPLICATION

600 Lakeway Drive
 Suite 100
 Bellingham, WA 98225
 (360) 676-6749

POSITION APPLIED FOR

Please complete this application by typing or clearly printing. Fully and accurately complete all application questions, even if submitting your resume. This application will be evaluated to determine which applicants will continue in the selection process. Use additional sheets if more space is needed.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(State) (Zip)
Phone (Day)	(Evening)	(Email Address)

Do you have the legal right to work in the U.S.? Yes No
Note: All employment offers are contingent upon proof of eligibility to work in the U.S.

Are you related to any current employee of NWRC? Yes No

Have you ever been dismissed, discharged, fired, or asked to resign from a position?
 If yes, please explain. Yes No

I learned about this job through: Worksource Craigslist Idealist Indeed NWRC Website
 Other Source: _____

Education			
Type of School	School & Location	Years Completed	Degree/Certificate
High School		9th 10th 11th 12th GED Select one	
College or University Studies		1 2 3 4 Select one	
Graduate School		1 2 3 4 Select one	
Business or Tech. School		1 2 3 4 Select one	
Other Relevant Training or Courses		1 2 3 4 Select one	

License/Registration/Certificate

Description	State	Number	Expiration

Work History

List experience which relates to the qualification as required on the Job Announcement. **Begin with your most recent experience.** List all jobs separately and identify gaps in employment. **A résumé will not substitute for the information required in this section.** Résumés may be attached, but do not write "See Résumé" in lieu of completing the application.

FROM:	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO:	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

ADDITIONAL EXPERIENCE (volunteer, internship, etc.): _____

I certify that the information herein is true and complete. I understand that providing false information on my application or during the hiring process will be grounds for elimination from further consideration or, if employed, for dismissal at any time.

I understand that the NWRC will be conducting a background investigation which includes a criminal background check and employment-related references. Providing authorization and complete information is a requirement during the selection process.

SIGNATURE: _____
 (SIGNATURE REQUIRED FOR APPLICATION TO BE COMPLETE)

DATE: _____

Criminal Background Check Authorization

Employees of the NWRC may have access to confidential and sensitive information related to vulnerable adults and children and/or may have unsupervised access to a vulnerable adult as defined in chapter 74.34 RCW or a vulnerable person as defined in RCW 9.96A.060. For this reason, all prospective employees must agree to authorize the NWRC to conduct a criminal background check. At some point in the final steps of the selection process, you will be requested to sign a form that authorizes the NWRC to conduct a Washington State Patrol criminal background check.

I understand and agree to the NWRC conducting a WSP criminal background check in the final steps of the selection process. Additionally, I acknowledge and authorize my background to be checked on an intermittent basis to verify my eligibility for continued employment.

Applicant Signature

Date

Print Name



Employment References Release and Waiver of Liability

Please read carefully before signing

I hereby authorize the NWRC to solicit and receive information from my past employers and other references.

I authorize both my present and all former employers to release information contained in my personnel files and other related information regarding performance or employment. I willingly, knowingly, and voluntarily agree to hold harmless and agree to waive any and all legal claims against the NWRC for such inquiries and each employer, its officers, agents, directors, or representatives who provide employment information to the NWRC.

SIGNATURE: _____

DATE: _____

The NWRC utilizes an electronic Employment Reference process. Please provide the following contact information.

SUPERVISOR CONTACT INFORMATION (starting with current employer)			
Name	Place of Employment	Email Address	Phone
1.			
2.			
3.			

COWORKER CONTACT INFORMATION			
Name	Place of Employment	Email Address	Phone
1.			
2.			
3.			

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next page for Applicant Data Record.

Applicant Data Record

NWRC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected under federal, state or local law.

The NWRC is subject to certain governmental record-keeping and reporting requirements for the administration of civil rights and regulations. In order to comply with these laws, the employer invites applicants to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This Applicant Data Record will be removed from your employment application materials and will not be considered when reviewing and evaluating your qualifications.

Full Name:	Date:
Position Applied For:	
Please identify where you learned about this employment opportunity:	
<input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employee Referral <input type="checkbox"/> Walk-In	<input type="checkbox"/> Employment Agency <input type="checkbox"/> School: _____ <input type="checkbox"/> Other (please identify):
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Race/Ethnicity:	
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Two or more races	
<input type="checkbox"/> Individual with Disability Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).	