



**DHS/OIG – Compliance Monitor 2-Relicensure Specialist – (Fulton County)
00175787**

**Job Numbers:
00175787**

Job Posting: January 11, 2017
Closing Date: January 31, 2017
Primary Location: 2 Peachtree St., Atlanta, GA

Number of Openings: 1
Job: Relicensure Specialist
Shift: Day Job

SALARY: Pay Grade: H
Salary Range: \$27,248.75-\$38,927
(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Department of Human Services (DHS) delivers a wide range of human services designed to promote self-sufficiency and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the Divisions of Aging Services, the Division of Child Support Services, and the Division of Family and Children Services.

Office of Inspector General (OIG) was created in September 2007 to provide objective oversight over the programmatic activities of DHS Offices and Divisions in order to ensure that Agency work is conducted in compliance with established policies and procedures. The OIG is comprised of five Units: Background Investigations, Benefits Recovery, Internal Audits, Internal Investigations and Residential Child Care.

OIG is seeking candidates for the position of **Compliance Monitor 2** for the Residential Child Care (RCC) Licensing Unit. This position may require some statewide and overnight travel with little notice. This is a telework position but does involve state-wide travel to conduct inspections. This position is based at 2 Peachtree St., NW, Atlanta, GA in Fulton County. Some overnight travel and late evenings may also be required. During the first 6 months of the training process, there will be more extensive travel and overnight stays in the Atlanta area. Mileage and overnight stay reimbursement are

provided for work-related travel. Mileage reimbursement is not provided for travel from a residence to work.

Job Summary & Responsibilities:

This position reports to the RCCL Supervisor. The incumbent in this position identifies issues of noncompliance through licensure inspections and foster home visits that include review of agency resident and personnel records; review of policies and procedures; inspection of facility buildings and grounds; and interviews with children, staff members and other collaborative contacts.

Under limited supervision the **Compliance Monitor 2:**

- Evaluates and inspects residential child care related facilities/agencies regulated by the state to determine compliance with applicable state and/or federal rules and regulations.
- Develops written survey reports based on principles of documentation, relevant knowledge obtained from training and education, coordination and exchange of information with other service providers and public and private social service agencies.
- Confers with administrators to discuss areas of noncompliance and interprets and clarifies policies relative to violations noted.
- Provides advisement to administrators of facilities as to how to achieve compliance, develops timeframes for achieving compliance, provides technical assistance to meet desired goals and conducts follow up assessments to ensure sustained compliance.
- Provides expertise in areas such as foster care or adoption services, treatment planning, interviewing techniques, conducting investigations and case management.
- Conducts both onsite and off-site investigations.
- Provides legal testimony, as required.
- Performs other professional responsibilities as assigned.

Core Competencies:

- Home based technology that is equipped with a Windows based operating system and high speed internet access in order to receive the agency's software applications required for candidates approved to telework.
- Compliance with State of GA teleworking policy requirements.
- Ability to engage in moderate state-wide travel for work-related responsibilities.
- Possession of a valid driver's license and consistent access to an insured vehicle.
- Excellent investigative, oral, written and interpersonal communication skills.
- Strong proficiency in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment.

Qualification:

High school diploma or GED AND Five years of experience in a technical job related to the area of assignment. May require a valid driver's license.

Preferred Qualifications:

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following skills/experience:

- Master's degree in social sciences or public administration from an approved, accredited college or university **or** Bachelor's degree in social sciences or public administration from an approved, accredited college or university **and** two (2) years related work experience in area of assignment (e.g., case manager, investigator).
- Experience working with Residential Child Care programs.
- Experience generating and managing high volume, detailed work requiring critical thinking skills.

Benefits:

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account. Visit: <http://team.georgia.gov/> for more information.

GEORGIA ON MY MIND: It Doesn't Get Any Better Than This!

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

You are really going to like Metro Atlanta!

As the capital of Georgia, metro Atlanta, the ninth largest US population center has approximately 5.3 million residents. It is uniquely positioned to provide the best of everything. From its diverse economy, global access, abundant talent, and low costs of business and lifestyle, metro Atlanta is a great place to call "home." Residents have easy access to arts, culture, sports, world class shopping and nightlife. Atlantans

experience all four seasons, with mild winters that rarely require a snow shovel. Yes, Atlanta is a great place to work and live!!! www.metroatlantachamber.com

Criminal Background Checks/Applicant Privacy Rights

All applicants may be subject to a drug screen and may be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency or next steps in the selection process. Applicants who are not selected will not receive notification. Former DHS employees must be eligible for rehire in order to be considered for the position.

The position is subject to close at any time once a satisfactory applicant pool has been identified.

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