

Position Overview

Position Overview

Supervisory Organization	Supervisory Organization (Rebecca Teague (029763))
Organization Assignments	BAH 4 IMT: HEALTH IMT Company: 631 Booz Allen Hamilton_United States Cost Center: 28 ARTS - Client Site
Effective Job Requisitions	R0000937 Early Childhood Grantee Specialist (Open)
Job Posting Title	Early Childhood Grantee Specialist
Job Description Summary	Provide intensive on-site training and technical assistance to grantees with program and management compliance findings identified through the federal monitoring process. Maintain regular and timely communication with the appropriate regional office staff and provide regular debriefing meetings following on-site visits, participation in risk management meetings, staffing, and other meetings. Work with grantees with concerns identified through Regional Office oversight process and other data sources, such as the Program Information Report (PIR), refunding application analysis, and monthly enrollment reporting. Provide grantees with training and technical assistance designed to help them strengthen their internal systems. Develop and provide training in topical areas to audiences, including Regional Office staff, grantees, and state partners. This position will require travel in the 5 states, including Arkansas, Louisiana, New Mexico, Oklahoma and Texas, identified as the Federal Region 6, and will be able to work from home the remaining time.
Job Description	<p>Key Role:</p> <p>Provide intensive on-site training and technical assistance to grantees with program and management compliance findings identified through the federal monitoring process. Maintain regular and timely communication with the appropriate regional office staff and provide regular debriefing meetings following on-site visits, participation in risk management meetings, staffing, and other meetings. Work with grantees on concerns identified through Regional Office oversight processes and other data sources, including the Program Information Report (PIR), refunding application analysis, and monthly enrollment reporting. Provide grantees with training and technical assistance designed to help them strengthen their internal systems. Develop and provide training in topical areas to audiences, including Regional Office staff, grantees, and state partners. This position requires travel in the 5 states, including Arkansas, Louisiana, New Mexico, Oklahoma and Texas, identified as the Federal Region 6, and will be able to work from home the remaining time.</p> <p>Basic Qualifications:</p> <ul style="list-style-type: none">-5 years of experience with program design and management or fiscal operations in or with HS/EHS programs and the development and implementation of comprehensive management systems-Experience in fiscal areas, including budgeting, multiple funding sources, HS circulars, cost principles, HS specific audits, and the fiscal role of the governing body-Experience with analyzing and redesigning systems for grantees to improve the effectiveness and quality of program operations-Experience with providing ongoing process consultation or technical assistance-Experience with assisting and working with grantees to successfully correct major compliance issues, and address management and organizational structure changes-Experience with providing technical assistance to governing bodies, including non-profit boards of directors-Experience with systems, governance, and program management in Head Start programs-Experience in working with school districts, community action programs, single purpose agencies, or government entities-BA or BS degree <p>Additional Qualifications:</p> <ul style="list-style-type: none">-Experience with data analysis

- Knowledge of Head Start performance standards and all applicable federal, state, and local laws, rules, and other regulations
- Ability to help grantees prioritize goals and objectives
- Ability to work on-site with grantees for periods of time ranging from one day to several weeks
- Possession of excellent oral and written communication skills
- MA or MS degree in Accounting, Finance, Business Management, or a related field preferred