

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Compliance Director  
**Department:** Early Childhood Education  
**Reports to:** Director of Early Childhood Education  
**Hours:** Full-Time  
**FLSA:** Exempt

### Position Summary:

The Compliance Director leads and directs processes and overall quality improvement activities that meet regulatory requirements and improve overall quality of services to children and families served; develops programs and systems to review and evaluate child care services and outcomes, implements a strategies and plans for a quality improvement function within the facility in collaboration with the site educational directors; tracks and presents results of improvement efforts and ongoing measures of ongoing processes to management. The Compliance Director has detailed understanding of Early Learn and can skillfully use the techniques of system design, project management, quality improvement, outcomes measurement, and statistical analysis. The Compliance Director is responsible for ensuring conformance to regulatory requirements and contractual obligations.

### Responsibilities:

- Assist Leadership in collecting data and reports related to funder/contract outcomes.
- Monitor quality and compliance at all centers, such as: education files, licensing requirements, referral systems for families and children, provision of social services, and ERSEA systems.
- Supervise the Data Manager.
- Assist program staff in meeting Federal, State and local code and regulations and accrediting body standards (Including ACS, Head Start, and CACFP).
- Generate and analyze reports as requested and use this information to implement strategies as needed to contribute to continuous quality improvements.

- Submit monthly compliance reports to the Director of Education detailing on-site observations and action taken.
- Prepare monthly narrative report outlining activities, concerns and recommendations.
- Work with staff to ensure the development and maintenance of an effective, informative, supportive, safe and inviting environment for staff, children, parents, and community stakeholders.
- Conduct monthly audit and case record review in all seven centers and the Family Child Care Network (ECE staff, FCC providers and child files).
- Prepare monthly, quarterly and annual compliance reports for Senior Leadership.
- Coordinate with Leadership and staff to maintain corrective action plans and develop quality improvement strategies.
- Work as part of the Early Childhood leadership team in long- and short-term planning for Head Start.
- Conduct CACFP Monitoring audits.
- Assist in the creation of procedures, documents, and other systems to maintain compliance with the Department of Health and Head Start Performance Standards.
- Provide New Hire Orientation to all newly hired ECE staff.
- Collect and track incident reports that occur across all 7 centers and manage reviewing:
  - Run quarterly tracking reports.
  - Conduct incident review meetings, as needed.
- Conduct and track Family/Staff Satisfaction Surveys.
- Other tasks as assigned.

**Qualifications:**

- Bachelors required, Master's preferred.
- Ability to perform multiple tasks effectively in a fast-paced, challenging and constantly changing environment.
- Demonstrated knowledge of Early Learn preferred.
- Must have knowledge of Department of Health regulations.
- Knowledge of Head Start Performance Standards preferred.
- Bilingual (English/Spanish) preferred.
- Excellent organizational ability and interpersonal skills.
- Strong leadership, supervisory, and training skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Excellent computer skills.
- A dedicated work ethic.

**To Apply:**

Please send Cover Letter, Resume, and 3 Professional References to: [earlychildhoodcareers@unionsettlement.org](mailto:earlychildhoodcareers@unionsettlement.org). Please indicate Compliance Director in the subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**