



Homeless Services Network of Central Florida (HSN) Job Announcement

The Homeless Services Network of Central Florida (HSN) is the lead agency for the Central Florida Continuum of Care serving Orange, Osceola and Seminole Counties. HSN facilitates a comprehensive and integrated system of services designed to ensure that any experience of homelessness is brief and rare.

Position: Grant and Sub-recipient Services Specialist 3
Division: Grants Administration and Contract Services
Posting Date: June 14, 2019

Position Summary

The Grant and Sub-recipient Services Specialist 3 (GASS3) is responsible for assisting with advanced tasks pertaining to the management of grant contracts for funds awarded to HSN as well as contracts with sub-recipients administered by HSN. The GASS3 will emphasize the provision of exceptional customer service to funders and sub-recipients, particularly with regard to the processing of complex requisitions, training activity and the integration of program and financial components in monitoring. Specifically, the GASS3:

- Process/facilitate the processing of complex requisitions tied to multiple funding sources in a timely manner, in compliance with contract requirements and OMB Uniform Guidance.
- Work under the direction of the Grant Services Manager (GSM) to coordinate the development and implementation of training curricula, programs and other supports needed to ensure sub-recipient compliance with federal/state/local regulations, grant requirements, and HSN/Continuum of Care (CoC) policies and procedures.
- Serves as lead compliance regulator for day-to-day grant-funded program activity performed directly by HSN, including performing ongoing monitoring activity as well as developing and implementing corrective action plans with the GSM and, as needed, the CFO.
- Represent the Grant Administration and Contract Services Division in coordination and planning activity with other HSN internal divisions, including Coordinated Entry System, HMIS, Housing Operations and Finance Teams with respect to the integration of applicable policies, procedures and practices into grants-related training and monitoring activity.
- Inform the GSM of any identified incidences of potential non-compliance.

Education and Experience

- A Bachelor's degree in Human Services, Accounting, Business, Public Administration, Social Work, or a related field preferred.
- Minimum of three (3) years prior experience in contract management, human services administration, social work administration or a related field.
- Minimum of one (1) year experience preferred in both staff supervision and contract monitoring.
- Passionate about HSN's mission and able to promote and communicate the philosophy, mission and values of HSN to external and internal stakeholders.

Qualifications/Requirements

- Experience participating on a team committed to overcoming challenges and obtaining superior results.
- Demonstrated understanding and knowledge of HUD programs and regulations
- Demonstrated understanding and knowledge of grants management
- Demonstrated working knowledge of HMIS preferred
- Demonstrated commitment to integrity, pursuit of excellence in her/his work, and experience in team participation emphasizing improved levels of effectiveness and programmatic impact

Certificates, Licenses, Registrations

- Valid driver's license in accordance with HSN Motor Vehicle Policy
- Ability to use one's personal vehicle for daily duties with reimbursement.

Compensation: \$45,000 - \$50,000 annually; benefits package

Interested applications should submit a cover letter, resume and a writing sample to HSNTeam@hsncfl.org with Grants Specialist in the subject line. Alternatively, applicants may mail this information to HSN; Re: Grants Specialist; 4065 L.B. McLeod Road, Suite D, Orlando, FL 32811. Resumes will be accepted until position is filled. Interviews begin the week of **July 3, 2019**.

Veterans, Persons of Color and Current or Formerly Homeless Persons are encouraged to apply.

Homeless Services Network of Central Florida [HSN] provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HSN complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.
