



Capital Workforce Partners (CWP) is seeking a **Program Monitor** to support the Administration team in the areas of contract monitoring and compliance.

Why might you want to join us?

CWP is a \$26M non-profit organization. As the state's regional Workforce Development Board in North Central Connecticut, Capital Workforce Partners helps individuals overcome barriers to employment and closes the gap between skills and business hiring needs. Our organization is guided by a Consortium of the region's chief elected officials and by representatives from business, education and labor serving on our Board of Directors. CWP invests in youth development, develops sustainable career paths for adult workers, and assists employers with a variety of programs and services provided through the American Job Center network. If you share our values and are passionate about our mission, read on!

What will the Program Monitor do?

The Monitor will analyze, interpret, and apply federal and state laws and regulations as well as CT Department of Labor and CWP policies and procedures while conducting all aspects of program monitoring. This involves reviewing contracts and prior monitoring reports to identify areas of concern as well as creating, implementing, and updating annual monitoring schedule and tracking monitoring process of providers to ensure compliance with CWP monitoring procedures/timeframes.

In addition, the Program Monitor will:

- Draft monitoring notices, reports and memos.
- Arrange for monitoring visits with contracted providers in accordance with the annual schedule.
- Conduct program site visits to interview provider staff and customers and observe program activities to collect information regarding contract compliance.
- Conduct participant worksite visits to ensure compliance with contract provisions and state and federal workplace health and safety regulations.
- Conduct file reviews of program paper files as well as digital files through CWP and CT Department of Labor databases.
- Maintain and organize centralized monitoring files.
- Interface with program staff regarding providers' past/current compliance and follow-through on corrective actions.
- Coordinate all aspects of fiscal monitoring with contracted accounting firm.
- Assist with contracting and invoicing processes.

This job could be for you if you possess:

- Bachelor's degree in public administration, business, social science/social work, or other related field of study.
- Three (3) to five (5) years relevant work experience.
- Experience in making written and oral presentations and reports.
- Experience with contracts, contract compliance, and workforce development (preferred).
- Ability to interpret and apply complex written materials and regulations, federal and state laws, and CWP procedures.
- Excellent verbal and written communication skills.
- Ability to work independently to prioritize assignments, estimate time requirements, and meet deadlines.
- Ability to frequently travel to various contracted providers' locations within the North Central region to conduct monitoring. Must possess valid driver's license and current auto insurance.
- Ability to maintain positive, professional working relationships internally and externally.
- Ability to utilize Microsoft Office software.
- Knowledge of Federal and state regulations and laws, including Workforce Innovation and Opportunity Act, 2 CFR (Super circular) and Jobs First Employment Services.
- Experience with CT Hires and ETO data systems (preferred).

Are we talking about you?

If so, please send your resume, salary requirement, and cover letter by **Friday, August 6, 2021**, to:

CWP, 1 Union Place, Hartford, CT 06103; or hr@capitalworkforce.org. We offer a competitive salary and benefits package. Capital Workforce Partners is an Equal Opportunity Employer M/F/D/V committed to a diverse work force.

Applications will be reviewed on a rolling basis prior to application deadline.