



CONTRACT MANAGER

If you are interested in applying, please submit a cover letter and resume to Missie Irby @ missie.irby@cnhc.org

- Children's Network of Hillsborough, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of Hillsborough is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

General Purpose of Position (Full job description will be provided upon interview)

This position is responsible for assuring the delivery of quality-contracted services for adults and children through the provision of comprehensive quality assurance, technical assistance, client management and contract management activities.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ Bachelor's degree from an accredited college or university in Social Science, Accounting, or related field, and minimum one (1) year of related experience
- ◆ Knowledge of fiscal operations, ability to analyze and evaluate statistical data, and experience in Excel
- ◆ Experience working with contractual agreements and policy and procedures is preferred
- ◆ Knowledge of Child Welfare policy and law is preferred

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required, and clean driver's license check is required, with proof of insurance
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (Local Law/FBI/FDLE)

If you are currently an employee of Children's Network of Hillsborough, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying