

Sisseton-Wahpeton Oyate

Job Description

Job Title: 477 Compliance Manager

Reports to: Program Director

Summary:

Will work under the supervision of the Tribes Employment/Training Services Program Director, responsible for compliance monitoring. The role requires a high level of organizational skills, detail-oriented, multi-tasking, time management, and the ability to learn and operate the programs reporting software. Excellent verbal and written communication skills, a strong understanding of Public Law 102-477, and the ability to represent the Tribe professionally are also essential. The position may also involve preparing monthly reports, compiling data, and ensuring fair treatment of all persons involved in 477 services.

Duties and Responsibilities:

- Provide day to day coordination and oversight of 477 ETS program and compliance with all Federal and Tribal Regulations.
- Proactively auditing processes, practices and documents
- Ensure that our operations and business transactions follow all relevant legal and internal rules related to the 477 ETS
- Review employees' work and provide advice on compliance
- Review program files to ensure compliance with 447 ETS requirements
- Develop and implement an effective legal compliance program
- Create sound internal controls and monitor adherence to them
- Proactively audit processes, practices and documents to identify weaknesses
- Collaborate with 477 Director, external auditors and HR when needed
- Sept plans to manage a crisis or compliance violation
- Educate and train employees on regulations and 477 practices
- Keep abreast of internal standards and 477 EST goals
- Maintain Program files to ensure all required documents are enclosed or attached
 - Set up filing system
 - Required to do all filing to ensure Case Managers are collecting all required data to successfully pass annual audits and program reviews
- If needed assist 477 Case Managers and or clients in obtaining required documents

QUALIFICATION REQUIREMENTS:

- Willing to cross training in services offered by the 477/Employment Training Service Center program
- Willing to train in TAS database and all relevant software used by the 477/Employment Training Service Center program
- Assist in developing and implementing plans and goals for the department
- Work with the director to coordinate and supervise daily operation
- Accept additional duties as assigned
- Excellent oral and written communications skills
- Organizational skills
- Computer literacy—databases and knowledge of Crystal Reports
- Ability to develop and maintain good working relationships with other programs and staff
- Knowledge of Federal Employment Training Programs

EDUCATION and/or EXPERIENCE:

- Preferred two years of post-secondary education in social or behavioral science, business administration, or a related field, or an equivalent combination of education and experience
- Minimum of two years' experience working with clients in a social service setting
- A valid driver's license
- Must be able to attend trainings or seminars by federal agencies
- Salary depending on education and experience

Approved: _____



Date: _____

3/2/24