

Compliance Monitor-HIV/Health Services: Monitors all HIV subcontractors in 89 counties for programmatic compliance. Ensures effective and efficient administration of all grants administered by the HIV Administrative Services program of the Brazos Valley Council of Governments. Provides technical assistance to subcontractors on contractual requirements; review subcontractor expenditures monthly and work with other staff as needed to ensure subcontractors are spending funds appropriately as well as assist in compiling statistical data and preparing various charts, graphs and written summaries. Requires 30% travel time for site visits, follow up visits, meetings and conferences.

Requires a Bachelor's degree with at least two years of previous experience and training in health/social service delivery. Advanced degree (Masters) may be substituted for two years work experience. Prefer advanced degree and experience in public health/social service delivery. Ability to provide clear, concise oral/written feedback and technical assistance. Must have excellent verbal and written communication skills; good organizational skills; knowledge of HIV services programs as well as working knowledge of Microsoft Office Programs.

Salary Range: \$17.00 - \$19.00 DOQ