Updated November 2026

Grant Compliance Specialist – Radiance Women's Center

Employment Type: **Part time, salaried position, approximately 80 hours per month**
Compensation: **$28,000 annually**

Position Summary

The Grant Compliance Specialist manages Radiance Women's Center's Texas Health and Human Services Commission (HHSC) Thriving Texas Families (TTF) grant, ensuring all contract requirements are met. This position manages grant reporting, reimbursement requests, client data, compliance, grant-related policies and procedures, staff and volunteer grant training, HHSC monitoring visit prep, and operational improvements necessary to maintain compliance with grant requirements. The Grant Compliance Specialist serves as the primary point of contact for all TTF grant matters and works closely with Radiance leadership, staff and volunteers, the Radiance Board of Directors, HHSC, and third-party vendors.

Essential Duties and Responsibilities

Grant Administration

- Serve as the organization's primary resource for all HHSC TTF grant requirements.
- Interpret HHSC contract requirements and implement changes to RWC policies, procedures, forms, and operations as needed.
- Serve as the primary liaison with HHSC.
- Attend monthly meetings with the assigned HHSC Grant Manager and participate in all required HHSC trainings, webinars, conference calls, and technical assistance meetings.
- Maintain regular communication with HHSC staff regarding contract questions, reporting requirements, and compliance issues.
- Prepare and submit the annual TTF grant budget in collaboration with the Executive Director, Board leadership, and bookkeeping team.
- Prepare and submit monthly reimbursement requests, in collaboration with the Executive Director, Board leadership and bookkeeping team to ensure all required documentation is complete and accurate.
- Submit required notifications, reports, educational materials, and other documentation to HHSC by established deadlines.

Compliance & Monitoring

- Prepare for HHSC monitoring visits, financial reviews, and other compliance reviews.
- Collect, organize, and upload required documentation through the HHSC SharePoint portal by required deadlines.
- Serve as the agency contact during HHSC monitoring activities.

- Review client files and documentation to ensure compliance with grant requirements.
- Identify compliance issues and work with staff to resolve them before they become findings.
- Maintain organized grant records in accordance with HHSC record retention requirements.

Client Data & Reporting

- Ensure required client information is collected, documented, and entered accurately into the Dwell Well case management system.
- Enter client data as needed.
- Conduct periodic reviews of client records to ensure accuracy and completeness.
- Verify monthly data submitted to HHSC accurately reflects services provided.

Dwell Well Administration

- Serve as the agency administrator for the Dwell Well case management system.
- Work directly with the Dwell Well developer to resolve issues and implement changes needed to meet HHSC reporting requirements.
- Recommend improvements to streamline data collection and reporting.

Operations & Program Support

- Review and update client forms, documentation, and workflows to meet HHSC requirements.
- Recommend operational improvements that streamline processes, improve efficiency, support best practices, and maintain compliance.
- Develop written procedures and documentation to promote consistency across the organization.
- Ensure the organization's website includes all HHSC-required referral resources and that referral information remains current.

Training

- Train staff and volunteers on HHSC requirements, documentation standards, and agency procedures.
- Develop and maintain training materials, reference guides, and standard operating procedures related to grant compliance.
- Ensure documentation of required trainings.

Board & Leadership Support

- Keep leadership and Board informed of grant requirements that affect RWC operations or governance.
- Prepare policy and procedure updates for Board review and approval as needed.
- Provide guidance to leadership regarding compliance requirements and operational impacts.

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Client Services

Provide direct client services as needed, including:

- Client visits
- Mentoring
- Intake paperwork and documentation
- Telephone support
- Community referrals
- Client follow-ups

General

- Perform other grant-related duties as needed to support successful administration of the HHSC Thriving Texas Families grant.

To apply: Email resume and cover letter to info@radiancewomenscentertx.org with the subject: *Grant Compliance Specialist*