



familytapestry

Procurement and Ancillary Services Supervisor

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" Family Tapestry, a Division of The Children's Shelter, is looking for you! Since 1901, The Children's Shelter has provided a continuum of Trauma-Informed Care for Bexar County children with a history of prolonged abuse, abandonment and/or neglect. Family Tapestry was created in 2018 to weave together the community to transform the foster care experience in Bexar County. Our goal at Family Tapestry is to ensure each child is safe in care, achieves permanency, improves their overall wellbeing, experiences fewer moves and shorter stays in care, and increases family engagement, which leads to better outcomes, trusting relationships, and meaningful connections. It takes one person to change the life of a child. Will you be part of our tapestry to fulfill our mission?

The Procurement and Ancillary Services Supervisor is responsible for overseeing the execution and administration of contracts for purchased client services. Supervises team of Procurement and Ancillary Services Specialists managing contracts for purchased client services.

Responsibilities Include:

- Oversees or prepares the specifications and conditions for new contracts
- Supervises team of Procurement and Ancillary Services team
- Prepares and approves contracts for purchased client services
- Oversees the operations and activities of monitoring contract performance of contracted providers
- Develops and tracks key metrics for performance measures of contracted providers for purchased client services
- Oversees or conducts on-site visits to contracted providers to examine billing, eligibility, and documentation for compliance with terms and contract policies
- Oversees and coordinates processing of contract documents to ensure
- Develops and implements short and long-term strategies and goals for the administration of contracted providers.
- Investigates and resolves discrepancies, complaints, and disputes.
- Reviews contracts for possible renewal, non-renewal, or termination of contracts
- Serves as principal contract liaison between Sr. Director of Quality Assurance and Contracts, Family Tapestry leadership and Procurement and Ancillary Services team.
- Plans, develops, and conducts presentations as needed

Requirements:

- Minimum of one year of supervisory experience is preferred
- Experience managing contracts, conducting audits/oversight is required.
- Requires a minimum of a bachelor's degree from an accredited college or university and a master's degree in or related field is preferred.
- Two to Five years' experience working at CPA, GRO, or DFPS
- Working knowledge of Minimum Standards for Child Placing Agencies and General Residential Operations is preferred
- Skills in organizing work in a responsible way in an environment with multiple challenges and priorities
- Maintain current driver's license/access to reliable and safe transportation for self.

Family Tapestry is a Division of The Children's Shelter - an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

You can apply on-line by visiting our website www.familytapestry.org or in person at:

2939 W. Woodlawn Ave.

San Antonio, TX 78228

Monday-Friday 8am-5pm