Temporary Compliance Support Specialist

Department	Compliance		
Supervisor	Director of Programs	Status	TEMPORARY (up to 6-months)
Date	February 2026 – August 2026	Location	Spokane, WA

Family Impact Network supports public and private efforts to transition under-resourced children and families from crisis to stability. With a focus on outcomes and quality services, FIN is partnering with the Department of Children, Youth and Families and service providers to serve as the Network Administrator in twenty counties in Eastern and Central Washington. Through this work, FIN provides resources and services to vulnerable children and families to address safety, prevention, permanency and stability, and overall well-being.

Our diverse team brings together a unique range of talents and perspectives. Whether it's leadership, policy, funding, or community advocacy, we do this work because we are passionate about our communities and helping families. We serve a diverse community and encourage applications from qualified individuals who reflect the families served. At Family Impact Network, we believe in the strength that diversity brings to our organization and are committed to fostering an inclusive environment where every individual's unique background and perspective are not only welcomed but celebrated. As we continue to grow, we are actively seeking talented professionals from all walks of life to join our team. We invite individuals of all backgrounds, ethnicities, genders, abilities, and perspectives to apply. Our goal is to build a team that thrives on the unique contributions of each member.

The Temporary Compliance Support Specialist will provide administrative and operational support to the Compliance Team 32 hours a week (with the potential for more) during a temporary time frame of 5-6 months (February -August 2026). This role will help maintain accurate provider records, track required documentation, support monitoring preparation, manage communications as needed. Focusing on document tracking, provider follow-up, monitoring preparation and workflow support which will allow the Compliance Specialists to focus on other areas of compliance work.

This role is highly detail-oriented and ideal for someone who is organized, tech savvy, and comfortable working across multiple systems while supporting a fast-paced compliance environment.

ESSENTIAL JOB FUNCTIONS

- Help with background checks and basic file updates.
- Collect and upload provider paperwork such as licenses and insurance documentation.
- Keep tracker lists up to date.
- Review and look over provider files to identify missing, expired or incorrect documentation.
- Follow up providers as needed to request updates and ensure timely completion.
- Pull required documents from systems when needed.
- Prepare and organize pre-audit packets for providers.

- Send materials for review prior to monitoring.
- Assist with scheduling and coordinating monitoring logistics.
- Upload and organize monitoring documents into box.com and other tracking systems.
- Assit with quarterly review preparation.
- Send communication and reminders to providers as needed.
- Assist with monitoring Team inbox. Identifying items that can wait versus items needing escalation.
- Provide basic responses and route messages to appropriate staff.
- Answer the Compliance phone line as needed and route calls appropriately.
- Assist the Compliance Team with special administrative projects during this temporary timeframe.

QUALIFICATIONS

- Associates degree preferred, but not required in Administration, Legal Administration, Social Services or related fields.
- Experience in Administrative, compliance, contracts or support roles preferred.
- Comfortable working in a multi-system, document heavy environment.
- Ability to learn internal systems quickly.

REQUIRED SKILLS

- Highly detailed oriented with strong follow-though.
- Strong organizational and time management skills.
- Comfortable navigating a computer environment (MacBook).
- Ability to manage multiple priorities in a fast-paced environment.
- Clear written and verbal communication skills.
- Professional handling of confidential information.
- Ability to work independently while helping support a team

This is a temporary position for approximately five (5) months to support the Compliance Team. Benefits will not be offered for this role.

SALARY RANGE: $21-$24/hr

ESSENTIAL PHYSICAL SKILLS

Possess physical health and stamina to consistently carry out job duties and essential functions over the course of a workday. Ability to operate a motor vehicle and meet FIN standards for acceptable driving record.

ENVIRONMENTAL CONDITIONS

Generally, a hybrid work environment which includes both remote and in office work. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the position.