

EARN Program Monitor. Southern Alleghenies Planning & Development Commission (SAP&DC) seeks candidates for the position of EARN Program Monitor.

This position is responsible for the provision of program monitoring services for all Welfare Programs administered by the Commission. The Welfare Program Monitor develops objective tools to measure program performance and to ensure that contractors provide required contracted services to meet program standards. Works closely with the EARN Director to ensure that monitoring tools are updated each year to meet program standards. Develops evaluation tools to collect participant feedback on services provided by both contractors and case management staff.

The Welfare Program Monitor will make at least monthly visits to each EARN site to observe operations and interview staff and participants for quality assurance. Conduct reviews to ensure that data entry, case notes, and plans are accurate and entered on a timely basis.

Must possess the ability to manage multiple projects/tasks, utilize creativity, adapt to a constantly changing work environment, maintain a high level of record keeping with close attention to detail, work under high pressure for results, meet frequent deadlines, and work closely with others. Ability to communicate professionally with case managers and partner agency staff while also enforcing program regulations.

Starting salary of \$35,000/year with excellent fringe package. Work week is M-F, 8 AM to 4 PM with hybrid/remote options. Reply with resume and three professional references to: SAP&DC, Attn: Renee Best, 3 Sheraton Drive, Altoona, PA 16601 or via email at rbest@sapdc.org no later than 4:00 PM on Friday, October 3, 2025. Replies kept in strictest confidence. EOE.