**Supervisor:** CEO/President

Position Summary: Researches, directs or completes regulatory compliance.Identifies, quantifies and communicates organizational risk exposures and provides guidance on exposure avoidance measures. Works with and oversees staff with risk responsibilities, and helps develop policies to mitigate risk throughout the organization.

**Essential Duties and Responsibilities:**

* Research applicable laws, regulations and industry standards in order to remain familiar with industry trends and potential new risk areas.
* Research leading industry practices for risk governance in FQHCs.
* Act as an internal subject matter expert and develop organizational capability around risk governance, developing and operating within a corporate risk strategy.
* Create periodic reports for the CEO describing risks and progress on mitigating those risks.
* Develop and update a complete system for recording, monitoring and communicating the organization’s risk management program
* Present reports to the Continuous Quality Improvement Committee monthly on risk activities in the organization
* Working with other departments, identify areas of risk in all areas of the organization including, but not limited to, HIPAA, PPACA, OSHA, CMS, HRSA, FLSA, ADA, clinic operations, and etc.
* Act as the [CHC] HIPAA Privacy officer.
* Plan, conduct or coordinate and track staff and management compliance and risk management training.
* Reviews and tracks incidents for trends or patterns.
* Performs or coordinates quarterly risk assessments for the organization.
* Provides an annual risk management report to the board and key staff.
* In conjunction with HR, maintain/monitor records of workers compensation, EEO, ADA, FMLA, unemployment and other employee claims.
* Conduct (individually or in conjunction with other staff) or coordinate investigations relating to incidents, near misses, discrimination, or harassment complaints according to CRHM policy.
* Assure compliance with employee credentialing requirements.
* Assure compliance with relevant state and federal employment laws and regulation through research and consultation of legal counsel when necessary.
* Complete appropriate forms, and reports for organizational compliance.
* Work collaboratively with other organizational compliance and risk management personnel and department heads to devise plans and set up controls for mitigating real and potential risk within their areas of purview or departments.
* Work with Brokers, the CEO and CFO to review, organizational insurance options for new and renewal coverage based on areas of risk.
* Collaboratively develop risk reduction policies for the organization and develop and implement loss prevention/safety programs
* Work with the Board of Directors to meet compliance requirements, orient new board members, and plan ongoing board training for all board members
* Maintain strong and effective working relationships with all [CHC] personnel involved in risk management.
* Other related duties as assigned.
* Complete supervisory duties, such as performance evaluations, coaching, and etc., for areas of responsibility.
* Comply with all applicable [CHC] policies.
* Understand and actively promote [CHC’s] Mission and Values.

**Skills:** Effective oral and written communication skills, including excellent telephone etiquette. Ability to communicate clearly and respectfully at all levels. Exceptional analytic thinking, time management, and multi-tasking skills required.

**Qualifications:** To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Education/Experience:** Bachelor’s degree in Business or a related field. Graduate degree in Business desired or sufficient managerial experience in a medium or large organization in the medical industry. Three to five years of experience in risk management, project management, and/or decision-making in the medical field.

**Other Skills:** Leadership and supervision, high degree of personal initiative, ability to read and comprehend instructions as well as compliance materials, the ability to apply what is read to the organization and complete or oversee federal and state reporting requirements, ability to conceptually analyze organizational risks, produce reports based on risk profiles of the organization and clearly communicate potential methods of mitigating risk to the CEO and management team. Proficient computer skills and working knowledge of Excel, Word and PowerPoint.

**Physical Demands/Work Environment:**  The physical demands described here are representative of those that must be met by a maintenance employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands/arms to finger, handle or feel, type and reach. The employee is frequently required to stand, talk or hear. The employee is occasionally required to sit, walk, stoop, climb, kneel, climb stairs several times a day, or balance. Lifting items weighing less than 10 pounds is frequently required. Rarely is there a need to lift more than 25 pounds. The employee must have the ability to work with others in close quarters.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.