**Reports To:** Chief Executive Officer

**Position Summary:** This position is has principal authority and responsibility for the development, implementation, oversight and evaluation of all aspects of [CHC’s] Compliance Program.

Essential Functions/Roles and Responsibilities:

1. Authority. The Compliance Officer is authorized to investigate all instances of suspected illegal or unethical conduct and may, upon obtaining appropriate authorization, and consistent with [CHC] budget constraints, seek the advice of qualified legal counsel and hire outside investigators and/or consultants. In holding such authority, the Compliance Officer is assured direct access to [CHC’s] CEO and, together with the CEO, to [CHC’s] Board of Directors—unless the matter involves [CHC’s] ED, in which case the Compliance Officer may report independently to the Board of Directors—and to qualified legal counsel, in accordance with [CHC’s] Policy and Procedure for the purpose of making reports and recommendations on compliance matters.

2. Reporting. The Compliance Officer will be a member of [CHC’s] senior management and will report directly to the CEO, who will oversee the individual’s performance as the Compliance Officer, which may include meeting certain professional goals and objectives; recruiting, supervising, and mentoring subordinates; demonstrating and encouraging leadership; and/or maintaining good judgment and discretion in carrying out the duties of the Compliance Officer.

3. Duties. The Compliance Officer will have all of the duties and responsibilities that are ordinarily delegated to Compliance Officers. As part of these duties and responsibilities, the Compliance Officer is responsible for the following Compliance Program activities on behalf of [CHC]:

* Overseeing and monitoring the development and implementation of [CHC’s] Compliance Program;
* Directing methods to improve [CHC’s] efficiency and quality of services and to reduce [CHC’s] vulnerability to fraud and abuse, such as conducting periodic audits, developing effective lines of communication on compliance issues, and preparing, maintaining, implementing, and disseminating written practice standards and procedures;
* Performs other duties as assigned.
* Periodically revising the Compliance Program, or recommending such revisions, in light of changes in the needs of [CHC] or changes in the law and/or in the standards and procedures of government and private payor health plans;
* Developing, coordinating, and participating in training programs that focus on the components of the Compliance Program and seek to ensure that all PCHS Board members, as well as employees, contractors, agents, consultants, volunteers, and others who act on [CHC’s] behalf (“Staff”) are knowledgeable of, and comply with, pertinent Federal and State standards and the requirements of [CHC’s] Compliance Program;
* Ensuring that the Department of Health and Human Services, Office of Inspector General’s List of Excluded Individuals and Entities, and the General Services Administration’s Excluded Parties List System have been checked with respect to all Board members and Staff, as well as all applicants for Board or Staff membership;
* Investigating, independently or with qualified legal counsel, and acting on any report or allegation of unethical or improper conduct or business practices, and implementing and monitoring appropriate corrective action and/or subsequent compliance;
* Directing the implementation of corrective actions in response to reports or findings of potential non-compliance, including conferring with the Human Resources Director and/or the Executive Director regarding the enforcement of disciplinary action; and
* Reporting information on the activities of the Compliance Program to the Executive Director and Board of Directors / Compliance Committee of the Board on a quarterly basis.

**4. Compliance.** This position requires compliance with [CHC’s] written standards, including its Standards of Conduct and policies and procedures (“Written Standards”). Such compliance will be an element considered as part of the Compliance Officer’s regular performance evaluation.

Failure to comply with [CHC’s] Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center’s Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with [CHC’s] Compliance Program Policy and Procedure.

**5. Other Duties:**

* Consistent attendance and punctuality is required and expected to work the hours set by [CHC] and/or the schedule set by supervisor.
* Expected to complete required trainings such as CPR, Mandt, Mental Health First Aid and any others deemed necessary for this position.
* Other duties as required.

**Legal Concepts:**

* Maintain confidentiality.
* Follow federal, state and local legal guidelines.
* Maintain HIPAA compliance.

**Position Requirements:**  
Education: Bachelor’s degree in law, health sciences, or related field.

License: Paralegal preferred.

Experience: Minimum 4 years experience in health care compliance preferred.

**Job Requirements:**

* Ability to effectively communicate, verbally and in writing, with all levels of staff.
* Must be computer literate, proficient with Microsoft Office Products and be able to type 45 wpm.
* Ability to maintain strict confidentiality with medical information, as well as other confidential information and conform to HIPAA regulations.
* Ability to carry out supervisory responsibilities in accordance with [CHC’s] policies and procedures and applicable laws.
* Ability to work both independently and as a team, with frequent interruptions, occasional public contact, and occasional crisis situations.
* Must possess strong problem-solving skills and effective time management skills.
* Must have strong understanding of fiscal, administrative and clinical systems.
* Expected to read and respond timely to emails via Outlook.
* Positive work ethic and attitude.
* Must pass state-required background and pre-hire drug screen.

**Typical Physical Demands:**

* Occasional bending, stooping and stretching
* Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard.
* Requires normal range of hearing and eyesight to record, prepare and communicate appropriate documents and papers.
* May be occasional lifting papers or boxes up to 15 pounds.