

Jefferson County Position Description

Name: **Department:** Human Services
Division: Administrative

Position Title: Compliance Officer **Pay Grade:** 11 **FLSA:** Exempt

Date: **Reports To:** Director of Human Services

Purpose of Position

This position oversees the Jefferson County Human Services Department Compliance Program, functioning as an independent and objective position that reviews and evaluates compliance issues/concerns within the organization. The position ensures the Board of Directors, HSD Director, Management, and employees are in compliance with the rules and regulations of regulatory agencies, that company policies and procedures are being followed, and that behavior in the organization meets the County Standards of Conduct.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops, initiates, maintains, and revises compliance policies, procedures, and practices to prevent illegal, unethical, or improper conduct. Monitors and reviews departmental policies and procedures to ensure that regulatory changes in Federal and State programs incorporate Medicare and Medicaid, HIPAA requirements and the OIG annual compliance program component.
- Oversees and monitors compliance program on a continuing basis, taking appropriate steps to improve its effectiveness. Establishes methods to improve efficiency and quality of service. Identifies potential areas of compliance risks; develops/implements corrective action plans for resolution of issues and provides general guidance on how to deal with similar situations in the future.
- Conducts independent reviews, evaluations, and audits to ensure that compliance issues/concerns within the Human Services Department are being appropriately evaluated. This includes conducting qualitative reviews of consumer files to ascertain efficacy of services provided.
- Evaluates, investigates, and resolves any allegation of violation of rules, regulations, policies, procedures, and Standards of Conduct. Ensures consistent application of appropriate sanctions for failure to comply with privacy and compliance regulations.
- Develops and directs the implementation of appropriate training programs designed to promote understanding of HIPAA regulations, compliance issues, laws, regulations, and the consequences on non-compliance, to employees, volunteers, physicians, contractors, business associates, and appropriate third parties.
- Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the organization are being appropriately evaluated, investigated, and resolved.
- Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends.
- Provides reports on a regular basis, and as directed or requested, to keep the Director, senior management, and the Board informed of the operation and progress of compliance efforts.
- Maintains and communicates the availability of mechanisms that allow for the reporting of anonymous HIPAA and compliance complaints and issues.
- Practices competent motivational interviewing techniques.
- Supports and enhances a trauma-informed care environment.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures.
- Demonstrates dependable attendance

- Performs other duties as assigned or that may develop.
- Adheres to and promotes safety as a priority in the workplace.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

None.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree from a university or equivalent in Social Work, Public Administration, Human Services or closely related field.
- Two years related experience; or any equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

- Master's degree in Social Work, Public Administration, Human Services or closely related field.
- Four to six years' experience and/or training.

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Ability to embrace and nurture a person centered, trauma informed, recovery-oriented framework and culture for service delivery.
- Ability to plan and organize work effectively.
- Ability to maintain accurate current records and prepare clear and concise reports.
- Ability to establish and maintain effective working relationships with agency staff, community members, families, and collateral agencies.
- Ability to make assessments and provide or refer for appropriate treatment.
- Ability to manage one's time and emotions in an environment of rapidly changing priorities.
- Ability and comfort in assessing risk and safety planning.
- Ability to reliably and predictably carry out one's duties.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Knowledge of therapeutic and psychosocial interventions for persons with complex needs.
- Knowledge of various cultures and diverse populations and ways in which cultural values impact individuals, families, and the community.
- Knowledge of the laws, regulations and practices pertaining to DHS 34, 36, 63, 75 and 94.
- Knowledge of psychotropic medications, their effect, side effects and abuse potential.
- Knowledge of assessment and treatment of persons who have serious and persistent mental illness including co-occurring disorders.

- Knowledge of the principals and practices of psychotherapy. The knowledge of best practices and the ability to implement them.
- Knowledge of Personality Disorders and strategies for treatment.
- Knowledge of Dialectical Behavioral Therapy or ability to be trained.
- Skill using Cognitive Behavioral Therapy with clients individually or in a group setting.

Supervision

Involves leadership role such as directing of others to complete assignments; others may include employees working in shifts or crews, work-study students, temporary support, part time staff, or other individuals assigned in one’s area of responsibility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing, or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books, or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date

