



## Compliance Officer

*Explore. Thrive. Belong.*

*Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.*

### ABOUT THE HUMAN SERVICES DEPARTMENT OF JEFFERSON COUNTY

Jefferson County Human Services Department works diligently to make sure all citizens of the County have the opportunity to access effective and comprehensive human services in an integrated and efficient manner. The department has made it their mission to enhance the quality of life for individuals and families living in Jefferson County by addressing their needs in a respectful manner and enable citizens receiving services to function as independently as possible, while acknowledging their cultural differences.

### WHAT YOU WILL DO

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 compliant 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.

### SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- 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 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.

### Requirements:

- Bachelors degree in Social Work, Public Administration, Human Services, or closely related field.
- Two years related experience or any equivalent combination of education and experience.

### Preferred Requirements:

- Master's degree and two years' experience and or bachelors' degree and four to six years' experience and/or training.

### Wage & Benefits

We pay \$36.42 - \$38.53/hour based on candidate's successful experience and qualifications.

Potential to earn up to \$46.87 dependent on successful performance reviews.

Jefferson County offers an excellent, comprehensive benefits package. [Click Here for 2024 Jefferson County Benefits](#)

### Benefit Highlights

\*Paid vacation\* Health insurance\* Health insurance Opt Out Plan \* Dental & Vision insurance\*

\* Life insurance\* Wisconsin Retirement System\* Health Savings Account \* Deferred Compensation Program\*

\*Group Life insurance \* Short- & Long-Term Disability\*

### Employees at Jefferson County Value

\*Competitive Pay\* Excellent Benefits\* Great Coworkers\* Flexibility\* Advancement & Opportunity\* Family Culture\*

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's web site at [jeffersoncountywi.gov](http://jeffersoncountywi.gov).

Interested applicants should submit a cover letter and resume in addition to the online Jefferson County application.

*Jefferson County is an Equal Opportunity Employer*