

Centennial Mental Health Center, Inc.

## Job Description

**Job Title:** Chief of Compliance **Job Class:** Administration

**Reports to:** CEO **Grade:** 80

**Status:** Exempt

# POSITION SUMMARY

Responsible for the facilitation of compliance with all state and federal laws and regulations, and as such, will be responsible for providing guidance and advice on all aspects of policy development, clinical protocols, critical incident reporting, regulatory submissions, licensing, certifications, grievances, and on-going regulatory compliance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**PERFORMANCE STANDARDS:**

1. Perform all duties and demonstrate behaviors and attitudes consistent with the Mission, vision and values of the organization.
2. Continually participate in building and maintaining positive working relationships through effective communication, performance improvement and teamwork efforts.
3. Be of good character and reputation; sufficient physical, mental, and emotional health to satisfactorily perform her or his job duties.
4. Accomplish individual and team goals and objectives established by supervisor based on performance evaluation.
5. Comply with all guidelines regarding client rights and confidentiality.
6. Comply with documentation and training set forth by Human Resources.

**Compliance**

1. Prepares, implements and maintains the Behavioral Health Compliance Program.
2. Manages all health care fraud, waste and abuse prevention activities pursuant to Centers for Medicare and Medicaid Services regulations, OIG requirements, and internal/external auditing procedures; develops policies and procedures that encourage managers and employees to report suspected fraud, waste and abuse without fear of retaliation.
3. Analyzes new and revised laws and regulations to determine the need for changes in policies, procedures, systems, forms, and publications; keeps abreast of the development of laws and ethics, audit requirements, and documentation.
4. Oversee and/or administer internal/external audits and investigations and prepares comprehensive reports and recommendations.
5. Oversees and manages all investigation procedures including research of alleged noncompliance of federal regulations, information gathering and process documentation; defines the scope of the case and outlines the necessary process and disciplinary action. Meets and coordinates with government officials, external consultants, and legal counsel as required regarding all health care fraud, waste and abuse.
6. Oversee and/or administer risk analyses and monitors risk as related to HIPAA, HITECH, 42 CFR, Centers for Medicare and Medicaid Services, OIG regulations, BHA Rules and applicable healthcare regulations.
7. Collaborate with and support the training coordinator to develop and implement a comprehensive compliance training plan.
   1. Coordinates mandated training programs for all staff, ensuring all staff complete necessary training satisfactorily.
8. Implement, manage and oversee the Compliance Program website and telephone hotline.
9. Oversight of client grievance process ensuring adherence to applicable standards, rules, and regulations from multiple entities.
10. Oversight and management of organizations facilities and fleet department.
11. Ensure organization and facility compliance with Federal and State laws, company policies, and procedures, as well as with external regulatory bodies such as BHA, SAMHSA, OIG, OSHA, HIPAA, DORA and other professional review and standard boards.
12. Development, oversight and management of organizations Safety Plan.

**EXECUTIVE LEADERSHIP:**

1. Assist CEO and leadership team in the development of long-range strategic plan.
2. Assist CEO with facility expansion and property acquisition, as well as service mergers.
3. Participate in weekly leadership meetings to discuss direction of the Organization.
4. Foster interdepartmental communication, coordinating effectively with executive leaders, regional directors, site leaders, and front-line staff from various departments to ensure stakeholders are well-informed and staff have needed resources.

**People Management:**

1. Develop a talented and motivated workforce by ensuring engagement and satisfaction; while ensuring optimal efficiency and accountability.
2. Work collaboratively with Human Resources to develop and deploy employee engagement initiatives.
3. Supervise, coach, mentor and lead a high performing workforce that fosters partnerships, innovation, and engagement.

**OTHER:**

1. Implement emergency procedures as necessary.
2. Performs other job duties as assigned.

# SUPERVISORY RESPONSIBILITIES

1. Supervises and directs subordinate staff, including assigning and reviewing work, hiring independently, and evaluating, writing and signing work performance evaluations.
2. Facilities and Fleet Manager
3. Quality Assurance Coordinator

## JOB REQUIREMENTS

# EDUCATION

Master’s degree (MA/MBA) in finance, accounting, public/business administration, health care administration, behavioral science, or a closely related field from a four-year college or university required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Colorado licensure as Mental Health Professional, Clinical Social Worker, Marriage and Family Therapist or Psychologist accepted but not required.

**EXPERIENCE**

Five (5) year experience in human service or health care agency required. Senior level experience preferred, Senior level experience in a community mental health center strongly preferred.

Three (3) year experience in program planning, development, and evaluation; providing staff development training; and conducting compliance/related audits or investigations of complaints reported by staff, clients, or other sources required.

**ABILITIES, KNOWLEDGE, SKILLS**

1. Ability to work professionally with sensitive, proprietary data & information while maintaining confidentiality.
2. Self-started, and ability to work independently with a certain degree of resourcefulness and creativity and minimum supervision.
3. Ability to work under stressful conditions and flexible hours, which may be required. At times may work remote but must have secure office space available.
4. Ability to travel within the Center’s service area
5. Excellent interpersonal skills including the ability to interact effectively and professionally with individuals at all levels; both internal and external.
6. Ability to work as a team member.
7. Demonstrates Proficiency in Verbal, Written and Computer Communication Skills
8. Knowledge of State & Federal Statutes Regarding Patient Confidentiality Laws.
9. Extensive knowledge of mental health and substance abuse professions
10. Excellent computer skills with demonstrated proficiency in spreadsheets, database, and word processing software
11. Ability to read, analyze, and interpret complex business periodicals, professional journals, technical procedures, or governmental regulations
12. Exercises sound judgment in responding to inquiries; understands when to route inquiries to next level.
13. Ability to write reports, business correspondence, and procedure manuals
14. Ability to effectively present information and respond to questions from group of managers, consumers, customers, and the general public
15. Genuine interest in our mission.
16. Strong analytical and problem-solving skills.
17. Strong supervisory and leadership skills.
18. Ability to adapt to the needs of the organization and employees.
19. Ability to prioritize tasks and to delegate them when appropriate.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Supervisor Date