

FAMILY SERVICE LEAGUE

JOB DESCRIPTION



Title: Chief Compliance Officer
Reports To: CEO and Corporate Compliance Committee of the Board of Directors
Hours per Week: 35

Program: Administration
Location: Huntington
Date: 11/1/2017

HR USE ONLY:

FLSA Status: Exempt

EEO Code: Executives/Sr Official and Mgrs

SUMMARY:

The Chief Compliance Officer oversees and leads the Corporate Compliance Program (the Program), functioning as an independent and objective Officer who reviews and evaluates compliance issues/concerns within the organization. The position ensures that the company is in compliance with all relevant federal, state and local rules and regulations, that company policies and procedures are being followed, and that behavior by the Board of Directors, management and employees meets the company's Standards of Conduct.

The Corporate Compliance Officer acts:

- As a channel of communication to receive and direct compliance issues to appropriate resources for investigation and resolution.
- As an internal resource to which concerned parties may communicate compliance concerns.
- As staff to the CEO and Board of Directors Corporate Compliance Committee by monitoring and reporting results of the compliance/ethics efforts of the company and in providing guidance for the Board and senior management team on matters relating to compliance.
- To work with the Corporate Compliance Committee to conduct periodic compliance risk assessments and implement all necessary actions to ensure achievement of the objectives of an effective compliance program, including policy and procedure development, training, auditing and monitoring, and remediation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

-
- Reports to the Chief Executive Officer with at dotted-line reporting to the Board of Directors.
 - Manages the Compliance Officer and Utilization Review Staff.
 - Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. Manages day-to-day operations of the Program.
 - Ensures that Agency's policies and procedures address all compliance risks, including billing coding, overpayments, non-retribution/retaliation, records retention, conflict of interest, confidentiality, privacy, regulatory requirements, contractual obligations, licensing, HIPAA and privacy compliance and employee ethics.
 - Develops and periodically reviews and updates compliance policies and procedures to ensure continuing relevance in providing guidance to management and employees in light of changes in

FAMILY SERVICE LEAGUE

JOB DESCRIPTION



the company's needs and applicable rules and regulations.

- Collaborates with other departments to direct compliance issues to appropriate existing channels for investigation and resolution. Consults with attorneys as needed to resolve difficult or legal compliance issues.
- Responds to alleged violations of rules, regulations, policies, procedures, and standards of conduct by evaluating or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations.
- Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the organization are being appropriately evaluated, investigated and resolved.
- Oversees risk assessments and first-line auditing and monitoring functions.
- Monitors and audits, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends, especially billing and claims processing.
- Identifies potential areas of compliance vulnerability and risk; establishes and maintains effective controls; develops/implements corrective action plans for resolution of problematic issues; and provides general guidance on how to avoid or deal with similar situations in the future.
- Ensures completion of documentation and final resolution of all legal, regulatory, and clinical compliance deficiencies and corrective actions.
- Maintains statistical and evaluative data on all program audits, evaluations and risk analyses and provides trend data to inform a direct quality improvement processes and practices.
- Provides reports on a regular basis, and as directed or requested, to keep the Corporate Compliance Committee and executive management informed of the operation and progress of compliance efforts.
- Ensures proper reporting and self-disclosure of violations or potential violations to duly authorized enforcement agencies as required.
- Establishes and provides direction and management of the Compliance Hotline and other anonymous reporting channels.
- Institutes and maintains an effective compliance communication program for the Agency, including promoting use of the Compliance Hotline; awareness of ethical standards of conduct, and understanding of new and existing compliance issues and related policies and procedures.
- Assists program leadership in responding to, recording and resolving client grievances and complaints; investigates and responds to privacy complaints filed by clients and/or their responsible persons.
- Works with the Human Resources Department and others as appropriate to develop an effective Compliance Training Program for employees and vendors, including appropriate introductory training for new employees, as well as ongoing training for all employees and managers.
- Interfaces and collaborates with executive management on enterprise risk management to protect the Agency more broadly.
- Monitors the performance of the Compliance Program regularly and reports activities on a continuing basis to the Board and executive management, taking appropriate steps to improve its effectiveness.

FAMILY SERVICE LEAGUE

JOB DESCRIPTION



QUALIFICATIONS:

Education and Experience

Master's degree in healthcare administration or related field required. Juris Doctor and Compliance Certification (CCB, CHC, CCEP) preferred.

A minimum of 10 years of related experience in a human services or healthcare organization, including experience with operational, financial, quality assurance, and human resource policies and regulations is required.

Five years of demonstrated leadership experience, including management of compliance and audit personnel.

Demonstrated experience developing, implementing and monitoring Compliance Programs, including associated trainings.

Proficiency in Microsoft Office, including Word, Excel and PowerPoint.

Strong communication, presentation and interpersonal skills, including the ability to make presentations to executive management and the Board.

Excellent organizational, emotional intelligence and analytical skills.

Qualified applicants, please send resume, which must include salary requirements, to: kboorshtein@fsl-li.org