

Compliance & Risk Specialist

1369

GRADE: 13
DIVISION: Office of Legal Services & Human Resources

POSITION SUMMARY:

Primarily responsible for supporting the agency in all areas of compliance and risk management.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following list of job functions represents the majority of the duties performed by the position but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS:

1. Performs activities specific to HIPAA compliance, Risk Management, Workers Compensation management and other routine technical functions and procedures.
2. Provides administrative support regarding vendor management, badging, risk and safety investigations. Tracks vendor contracts and service agreements and monitors throughput.
3. Assists with the development and maintenance of program-specific databases and reports including incident reports, HIPAA audits and investigations, regulatory inspections and other specific risk management reports.
4. Establishes and maintains a database of staff credentials in support of both routine and emergency and other large-scale operations.
5. Receives program calls and inquiries; assists with records storage, maintenance and destruction.
6. Ensures compliance with employment and labor law postings.
7. Assists with risk management audits, health and safety compliance activities, and the execution of corrective actions.
8. Assists with insurance applications, policy claims and audits.
9. Operates various equipment, including camera surveillance and badge access systems, and makes appropriate technical repair requests.
10. Participates in staff meetings and quality assurance activities.
11. Completes required training in support of assigned duties and responsibilities.
12. Other duties as assigned, including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS / SPECIFICATIONS:

Education: Bachelor's degree is required in health sciences, occupational health and safety, risk management, industrial hygiene or related discipline.

Experience: Minimum of one-year practical experience with demonstrated knowledge of healthcare compliance activities and/or risk management operations.

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1369

Knowledge and Skills:

- Ability to maintain confidentiality and protect legally sensitive information, including protected health information.
- Excellent written and oral communication skills.
- Exhibits understanding of the fundamental aspects of safety, industrial hygiene, environmental science, hazardous materials and other factors critical to ensuring a safe workplace.
- Proficient in Microsoft Office. Ability and willingness to learn other new software applications.
- Excellent interpersonal and communication skills.
- Excellent skills in planning and organization of multiple duties as well as the ability to work independently.
- Be able to work under supervision and accept constructive feedback.
- Relate effectively and work respectfully with diverse work groups.
- Ability to develop and deliver presentations to staff and the public.
- Set and meet deadlines.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Regular internal contact with the Office of Legal Services, Risk Management and Human Resources team members and other members of the Executive Management team.
- Occasional contact with other departments and community members.

PHYSICAL EFFORT:

This role routinely uses standard office equipment such as computers, phones, photocopiers and fax machines. Lifts materials, boxes of records, and equipment weighing up to 25-30 pounds; stooping, bending, and squatting while retrieving files. Repetitive hand and arm movement related to computer and telephone operation. Reaching, grasping, talking, hearing, and visual acuity are required to effectively work in this role. Sitting for an extended period of time.

SUPERVISORY RESPONSIBILITY / ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Materials – Responsible for assigned computer hardware and software.

Reports to – Associate Director, Office of Legal Services, Risk Mgmt. & Human Resources

WORKING CONDITIONS:

No unusual working conditions.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.

FLSA Status: *Non-Exempt*