

## **JOB DESCRIPTION RISK AND COMPLIANCE SPECIALIST**

### **Job Summary**

Under the direction of the Risk and Compliance Director the Risk and Compliance Specialist oversees Pathway's internal and regulatory compliance program. This role assists the Director in developing, implementing, and maintaining policies and procedures to ensure the agency adheres to the requirements of all applicable laws and regulations, industry standards, and risk management practices. This role supports the Risk and Compliance Director and organizational leadership including finance, operations, program and technology leadership in the evaluation and development of effective internal controls, monitoring, testing, program governance, and process improvements.

### **Responsibilities**

#### **General:**

- Contributes to Pathways' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers.
- Adheres to all current federal & state laws, as well as Pathways' Policies and Procedures, including the safeguarding of confidential protected health information and compliance with the Health Insurance Portability & Accountability Act (HIPAA).
- Adheres to and maintains knowledge of all applicable federal and state laws, regulations, standards, practices, organizational policy and procedures and Accreditation standards.
- Reports immediately any suspected incidents of child abuse or neglect to his/her immediate supervisor and the Child Abuse Hotline and document the incident within 24 hours (1-800-252-5400).
- Demonstrates an awareness, appreciation and respect for diverse cultures and individual differences of clients and fellow employees; identifies culturally relevant issues and implements communications in a manner appropriate to them.
- Establishes and maintains effective working relationships with all internal staff and leaders, and external community agency professionals and regulatory organizations' personnel.
- Communicates effectively and efficiently findings from audits or investigations, reports, and updates to quality management plans, policies, and procedures.
- Pursues opportunities to continue professional training and development. Attends trainings related to the responsibilities of the position.
- Participates actively in quality assurance activities including performance and outcomes review, case record review, stakeholder satisfaction review, incident review, and improvement planning.
- Ensures all electronic records are maintained and current.
- Attends department/agency meetings.
- Completes other duties as assigned.

**Essential Duties:**

- Development, administration and analysis of the agency's compliance efforts, including those pertaining to agency policies, procedures, training, programs and other resources to meet regulatory compliance across a broad spectrum.
- Assists the Director in assessing, developing and providing training related to risk and compliance activities including HIPAA/security of information, fraud/waste/abuse and ethics, etc.
- Maintain current knowledge of applicable federal and state laws, pending legislation, accreditation standards, monitors advancements in information privacy, security, and compliance technologies to determine the level and need for Agency adaptation.
- Serves as a member of the Risk Prevention and Management Committee (RPMC) and assists the Director in including scheduling, maintaining the agenda, monthly data reporting, and the quarterly and annual RPMC summary reports to agency leadership and the CEO.
- Develop and/or implement education programs addressing compliance and privacy.
- Assists the Director in the evaluation of and development and implementation of Compliance and Risk Prevention and Management strategies to include policies, procedures, including legal and regulatory compliance, critical incident review, client grievance review and internal investigations.
- Interprets and analyzes data and provides reports to evaluate effectiveness of strategies, policies, procedures, and agency practices and for continual performance and quality improvement.
- Ensures policies, procedures, and processes evolve with the availability of new information, new research findings, or changes in laws, regulations, and standards.
- Assists the HIPAA Privacy Officer (Director) as it relates to the implementation, maintenance, and monitoring of privacy policies and procedures in coordination with leadership and legal counsel.
- Coordinates with information management and information technology staff to ensure the security of information, effective data collection, storage, and the creation of internal controls and reports to optimize efficiency and quality of data being collected.
- Collaborates with leaders to prepare for and respond to audits, reviews, performance evaluations, government investigations, and queries.
- Assists the Director with activities for accreditation and on-going maintenance of accreditation.
- Performs other duties as assigned.

**Supervisor:** Risk and Compliance Director

**Supervises:** N/A

**Work Environment:** Office Setting

**Work Hours:** Forty or more hours per week is expected. Work hours set by the employee and Director

**Classification:** Exempt

### **Education & Experience**

- Bachelor's degree from an accredited college or university required. Master's degree from an accredited college or university in social work or other human services field preferred.
- Minimum 3 years of experience in managing risk and/or compliance and implementing comprehensive risk prevention and compliance program strategies.

### **Knowledge, Skills, & Abilities**

- Thorough working knowledge of child welfare, clinical practices, and managed care/Medicaid.
- Ability to support the organization's culture, growth, and success through communication, accountability, and positivity.
- Ability to analyze, organize, and present data and research findings.
- Ability to communicate effectively, orally and written.
- Good clinical, interpersonal, and organizational skills.
- Ability to work efficiently and effectively both individually and as part of a team.
- Advanced level of PC skills.

### **Additional Requirements**

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Proof of valid/current auto insurance
- Three (3) employment references
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared pre-employment drug screen
- Working cellular telephone

### **Physical Demands**

The employee should be able to perform, with or without reasonable accommodation, the physical and mental requirements of this job, which may include the following: seeing, hearing, speaking, and writing clearly. The candidate will use the computer for long hours. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods of time and may involve climbing stairs. Additional physical requirements may include, frequent lifting and or moving up to 25 pounds.

### **DISCLOSURE STATEMENT**

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Pathways does not discriminate on the basis of race, national origin, sex, religion, age, or disability and promotes equitable employment opportunities to all applicants and employees. Pathways is committed to a diverse and inclusive working environment and to addressing the impact of racism on people of color. Pathways has a zero-tolerance policy of abuse, neglect, harassment or exploitation of employees and the children and families we serve.