

JOB DESCRIPTION
COMPLIANCE SPECIALIST

TITLE: Compliance Specialist

Location: Roslindale, MA

Status: Full-Time (40 hours) Non-Exempt

SUMMARY:

Manages ADH Compliance Program and administration. This position is responsible for producing a monthly dashboard report outlining the state of compliance across all entities that make up the regulatory body for ADH. Completes compliance management activities for Adult Day Health Program in accordance with Department of Public Health, Medicaid, CACFP and other city and state regulations.

POSITION QUALIFICATIONS:

High school diploma. Some college coursework or certification preferred. Two or more years' experience working in community health, aging services, or similar field. Two years of computer-based word processing and general clerical experience. College degree in applicable field preferred. Experience working in a compliance setting for 2 years is required.

RESPONSIBILITIES AND DUTIES:

COMPLIANCE:

- Maintain the ADH compliance calendar. Creates schedules to ensure all requirements of the city, state, federal regulations and guidelines as well as departmental policies and procedures are met.
- Conducts audits of participant and staff files to assess compliance with critical policies, procedures and regulations.
- Develops compliance tools for internal auditing to ensure that programs are always audit ready.
- Provides Compliance and HIPAA (re-)trainings for all staff including new hires.
- Minimizes the risk for deficiencies in new or existing programs by reviewing findings from the compliance reviews completed by the team members.
- Collaborates with other administrative and management personnel in formulating and establishing department policies and procedures. Streamline the program for efficiency opportunities
- Monitors bulletins boards, binders, and other program materials to insure compliance with DPH and other external regulatory bodies.
- Leads efforts during audits by regulatory bodies such as Department of Public Health (DPH) and other external agencies as needed.
- Monitor staff trainings for compliance with regulatory policies and procedures.
- Attain ongoing topical knowledge of internal audit and compliance issues by keeping informed of changing regulatory requirements.
- COST REPORT
- MAINTAIN POLICY AND PROCEDURE BINDER FOR BOTH ADH LOCATIONS with a formal annual review to ensure alignment with regulatory and funding agencies.

Administration:

- Upholds HIPPA regulations when dealing with client files and other client specific information of a confidential nature.

DESIRED ATTRIBUTES:

- Detail oriented and organized
- Team player with positive, proactive attitude
- Strong problem-solving skills

FUNCTIONAL QUALIFICATIONS:

- Standing: 34% to 66% of the time
- Walking: 34% to 66% of the time
- Balancing: 34% to 66% of the time
- Stooping: 34% to 66% of the time.
- Kneeling: 34% to 66% of the time.
- Crouching: 34% to 66% of the time.
- Reaching/working overhead: 34% to 66% of the time
- Pushing: 34% to 66% of the time 10-20 pounds
- Pulling: 34% to 66% of the time 10-20 pounds
- Lifting/carrying: 34% to 66% of the time 10-20 pounds

I, _____, have read and understand the job description.

Signature

Date