

The Arc of Schuyler

JOB DESCRIPTION

TITLE: Corporate Compliance Officer

IMMEDIATE SUPERVISOR: Executive Director

DEPARTMENT: Administration

CLASSIFICATION: Exempt Executive Management

POSITION SUMMARY:

Maintains, monitors, reviews, and investigates issues related to quality assurance and compliance in adherence to applicable laws, regulations and agency policy through various means including audits, training, and evaluations.

Is responsible for developing, implementing, and monitoring the agency's compliance program.

This position works in conjunction with the Executive Management Team and all Senior Managers.

This position has direct lines of communication with the Executive Director and the Board of Directors.

PERSONNEL SPECIFICATIONS:

Bachelor's Degree and at least 5 years of Administrative Experience. Other experience/education may be substituted, such as a professional work experience and/or professional license through the New York State Department of Education, at the discretion of the Executive Director.

- Knowledge of OPWDD systems and regulatory requirements.
- Successful completion of investigation training.
- Excellent oral and written communication skills, good math and reading abilities and basic computer skills.
- Strong organizational and problem-solving skills.
- Must be a positive role model and possess both leadership and supervisory/interpersonal skills
- Must be able to work independently as well as part of a team.

DUTIES AND RESPONSIBILITIES:

- Serve as chairperson of the Corporate Compliance Committee.
- Adhere to all applicable laws, regulations, and agency policies and procedures, including but not limited to OPWDD's Part 624, Part 625 and Part 633, Federal Law Part 483, the False Claims Act, and Part 521 of NYS Codes Rules and Regulations.
- Assist in respecting and assuring consumers' right to privacy by ensuring confidentiality under HIPAA guidelines and agency policies.
- Develop, implement, maintain, review, revise, and distribute policies and procedures that address all elements of the agency's compliance plan in conjunction with the agency's senior managers.
- Responsible the on-going development, coordination, and oversight of the implementation of the agency's compliance plan in conjunction with senior managers.
- Conduct or oversee internal audits to monitor the effectiveness of compliance plan. Report summaries of findings to the compliance committee and executive director.
- Assist in coordinating and facilitating internal compliance audit reviews including as-needed review of policies.
- Develop, coordinate, and participate in the agency's compliance and related education and training programs.
- Maintain a current working knowledge of relevant issues, laws, and regulations related to corporate compliance.
- Maintain reporting and response system for concerns, complaints, and questions related to billing, fraud or Medicaid non-compliance in a way that ensures confidentiality, anonymity and protection from retaliation.

- Maintain a log of all concerns and complaints for review by the compliance committee and executive director.
- Ensure the investigation of issues related to compliance and implement corrective action in conjunction with other managers. Report findings to the compliance committee and executive director.

Is responsible for ensuring safe work practices are being carried out throughout the organization. Ensure all safety concerns are reported and follow up occurs.

Is supervised by and reports directly to the executive director. Responsible for keeping the executive director informed about important matters. Provides information and updates to the executive director about problems, issues, and concerns on an on-going basis.

Participate in activities or community events, and/or is a volunteer in the Schuyler County community.

Perform other duties as assigned.

---

Employee Signature/Date

---

Supervisor Signature/Date

Rev. 07/13