Center’s Mission:
Building a world where LGBT people thrive as healthy, equal, and complete members of society.

We value:
Respect ~ Excellence ~ Inclusiveness ~ Innovation ~ Integrity

DEPARTMENT SUMMARY: As the nation’s largest and most experienced provider of LGBT medical and mental health services, we help LGBTQ people lead healthier, happier lives, by keeping their minds and body well. All services are free or low cost. We’re also one of the few Federally Qualified Health Centers in the nation with providers who specialize in primary care for LGBTQ people and with a research team working to advance the care and treatment of people in our community.

JOB SUMMARY: The Los Angeles LGBT Center is an inspiring and rewarding place to work toward a common goal of building a world in which LGBTQ people are healthy, equal, and complete members of society. The Director of Compliance is responsible for developing, implementing and overseeing the Compliance Program for our Federally Qualified Health Center with multiple private and public contracts. This position ensures that our Health Center is in compliance with the rules and regulations of all federal, state, and local agencies governing the Health Services (HS) Department of the Los Angeles LGBT Center (Center). The Director of Compliance serves as the Risk Manager for HS and the Privacy Officer for the Center, and is also responsible for management of departmental policies, procedures, protocols, and forms.

ESSENTIAL FUNCTIONS:
1) Oversees the strategic review, planning, implementation, and operation of an effective compliance program;
2) Develops, initiates, maintains and revises a Compliance Plan for HS to prevent illegal, unethical, or improper conduct which includes vulnerability to fraud, abuse and waste;
3) Institutes and maintains an effective compliance communication program for the organization;
4) Ensures that internal controls are in place to prevent, detect and address significant instances or patterns of illegal, unethical, or improper conduct by management, employees, agents, affiliated providers, or others;
5) Ensures that compliance issues and concerns within the organization are appropriately evaluated, investigated and resolved; develops/implements corrective action plans; and provides general guidance on how to avoid or deal with similar situations in the future;
6) Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required;
7) Educates and trains managers and other employees regarding applicable state and federal compliance requirements;
8) Assures the prompt and proper resolution and implementation of audit or review recommendations;
9) Serves as Risk Manager for HS to oversee and coordinate all risk management activities in accordance with 330 grant, Federal Tort Claims Act, and professional liability insurance carrier requirements;
10) Chairs the HS Risk Management Subcommittee and serves on the Center’s Risk Management Committee;
11) Develops and oversees the strategic auditing and monitoring plan for evaluating the performance of the risk management program and related activities to identify risks and initiate appropriate steps to improve effectiveness and mitigate risks;
12) Prepares annual risk management report to the Board of Directors;
13) Educates and trains managers, and other employees, regarding risk management requirements;
14) Serves as the HIPAA Privacy Officer for the Center;
15) Ensures that HS and the Center are in compliance with all HIPAA Privacy Rule requirements, 42 CFR Part 2, and State health information privacy laws;
16) Ensures HIPAA training for all HIPAA covered workforce members;
17) Educates and trains managers, and other employees, regarding health information privacy requirements;
18) Oversees all ongoing activities related to the development, implementation and maintenance of the Center’s privacy policies in accordance with applicable federal and state laws;
19) Establishes and administers a process for receiving, documenting, tracking, investigating, and handling on all complaints
concerning the Center’s privacy policies and procedures;
20) Chairs the Policy / Procedure / Form / Privacy / Protocol Committee;
21) Oversees P&P processes and compliance;
22) Provides regular periodic reporting to appropriate committees and senior management to keep them informed of the operation and progress of compliance and risk management efforts;
23) Consults with general counsel as needed to resolve difficult legal compliance, risk management, and HIPAA privacy issues;
24) Provides senior leadership with current information and counsel related to laws, regulations, and grant requirements that concern compliance, risk management, and HIPAA Privacy;
25) Stays informed of all grant requirements;
26) Participates in all regular meetings of HS Leadership and HS Senior Leadership teams;
27) Other duties as assigned;

**JOB QUALIFICATIONS AND EXPERIENCE:**
1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
2) A passion for the Center’s work and its mission to make the world a better place for LGBTQ people;
3) Minimum of 4 years’ experience in healthcare compliance and risk management;
4) In-depth knowledge of Federal, State, and local laws, regulations, and policies related to ambulatory health service delivery systems in a FQHC setting;
5) Knowledge and experience in California and federal information privacy laws, including HIPAA and 42 CFR Part 2;
6) Current certification in compliance or risk management, a plus;
7) Excellent interpersonal, oral and written communication skills and demonstrated ability to work with health care providers, consumers, and all levels of department staff;
8) Working knowledge of third-party healthcare billing compliance programs preferred;
9) Knowledge and experience with grants, contracts including federal programs such as FQHC, Ryan White, and other HRSA programs preferred;
10) Computer skills and knowledge, particularly in word processing and spreadsheet program;
11) Culturally competent in assessing systems of care serving gay men, lesbians, bisexual, and transgender patient populations;
12) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit cover letter with application/resume to:
Los Angeles LGBT Center, Human Resources Dept., 1118 McCadden Place, Los Angeles, CA 90038

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.