



Immediate Opportunity for Risk and Compliance Manager

Are you looking for a rewarding position that not only offers great benefits but an opportunity to give back to the community? Come join the Parktree Community Health Center Team! Parktree Community Health Center provides comprehensive and integrative medical, dental, and behavioral health services to the local community in the Pomona and Ontario areas.

We are looking for an energetic and professional Risk and Compliance Manager to join our team.

Responsibilities include:

The Risk and Compliance Manager is a key member of the management team who will be responsible for the development, implementation, and monitoring of a healthcare compliance and patient safety risk management program. The Risk and Compliance Manager works diligently to ensure an effective compliance program and a safe environment for patients and staff.

- Oversees a corporate compliance program, develops and maintains a written corporate compliance plan and annual evaluation of the plan's effectiveness; ensures that all required elements of a compliance program are addressed.
- Develops and maintains policies and procedures related to risk management and the corporate compliance program.
- Maintains the written PCHC Code of Conduct and ensures staff and Board members receive the appropriate training/education.
- In consultation with the CEO, submits mandatory notification of known or suspected corporate compliance violations to the appropriate regulatory agencies.
- Collaborates with the Chief Medical Officer (CMO) and/or Chief Dental Officer (CDO) in the investigation of clinical events including sentinel events, sentinel event near misses, and significant adverse events; leads and/or participates in the development of root cause analyses as directed by the CMO and/or CDO.
- Oversees the maintenance of, and adherence to privacy policies and procedures regarding the safe use and handling of protected health information (PHI) in compliance with federal and state HIPAA regulations.
- Oversees a corporate wide patient safety program, develops and maintains a written patient safety plan and annual evaluation of the plan's effectiveness and develops and maintains policies and procedures related to the patient safety program.
- Coordinates department specific risk management training for employees on topics that include but are not limited to; infection control, exposure protocols, HIPAA, and emergency preparedness.
- Serves as lead on PCHC Emergency Preparedness and oversees the site safety teams.
- Participate in business continuity planning including assessment, strategies to address disruptions, staff education and program oversight.
- Demonstrates knowledge of Health Resources & Services Administration (HRSA) compliance manual.



Qualifications:

- Bachelor's degree in Public Health, Healthcare Administration, Public Policy, or related field, required
- Master's degree in Public Health, Healthcare Administration, Public Policy or related field, preferred
- Certification in Healthcare Compliance (CHC) through Health Care Compliance Association, or working toward certifications in Healthcare Compliance and/or Risk Management, highly preferred
- Minimum 2 years of compliance and risk management experience in a healthcare environment, required
- Strong working knowledge of HIPAA, HRSA, CMS, False Claims Act, Anti-Kickback, OIG and state regulations
- Practical understanding of healthcare compliance requirements with the ability to provide appropriate guidance to team members
- Ability to work independently, Strict attention to detail
- Must be able to problem solve effectively and possess good decision making skills
- Proficiency with Microsoft Office products
- Ability to prioritize competing tasks/priorities, Excellent written and verbal communication skills
- Must possess unrestricted driver's license and auto insurance, Ability to commute between organizational sites
- Understands the principles of emergency preparedness and workplace hazards.

Comprehensive Employee Benefits including:

- Comprehensive Medical/Dental/Vision benefits for Full-Time employees
- Paid holidays, vacation, sick and personal time
- Retirement Plan with employer contribution
- Tuition Assistance
- Continuing Education benefits
- Opportunity to apply for Federal and State Loan Repayment Programs

To apply please send your resume (in PDF or Word Format) to:

David.Kadar@ParkTreeCHC.org