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Compliance Professional III - Risk Management

US-CA-Los Angeles

Job ID 2022-15134 **Category** Compliance / Risk Management

Overview

The Compliance Consultant III provides support for all operations and initiatives critical to enterprise-wide Compliance Program needs. Through effective partnerships with business unit stakeholders, this individual supports compliance functions, which include, but are not limited to, preparation for, and coordination of regulatory and other external audits, investigation and response to allegations of non-compliance, delivery of compliance training, policy and procedure drafting and maintenance, and auditing and monitoring activities. This experienced professional effectively responds to compliance inquiries of high complexity while assessing and mitigating elements of organizational risk. The Compliance Consultant III demonstrates exercise of independent judgment related to situations of a sensitive, confidential nature and is responsible for varied and extensive duties requiring considerable initiative and ability to make decisions relative to efficient program operations.

Responsibilities

1. Independently manages compliance projects of high complexity to the desired outcome.
2. Establishes and executes on program work plan items within compliance specialty area.
3. Develops, implements, and maintains compliance policies and procedures.
4. Serves as compliance auditing, investigation and consulting resource to organization. Provides project management, coordination, and analytical support for compliance projects. Provides consultation on internal and external requirements. Evaluates regulatory requirements and potential operational impacts. Advises operational units on policy, procedure, and operational work plans development.
5. Performs risk assessment and mitigation activities and audits as related to compliance. Conducts initial and periodic assessments, risk analysis, and audits.
6. Develops and monitors corrective action strategies and action plans. Communicates status of same to leadership.
7. Monitors and keeps leadership abreast of regulatory issues, deficiencies, or potential problems that may have financial impacts or involve regulatory intervention activities.
8. Communicates regulatory issues, deficiencies, or potential problems as they relate to possible financial impacts and/or regulatory intervention activities. Develops implements and coordinates training programs.
9. Assists in identification of compliance program needs. Recommends and develops strategies and plans to address same. Develops supporting documentation for compliance program. Reviews and revises Compliance department work plan on regular basis.
10. Assist with investigating allegations of non-compliance or regulatory violations, including those received from the anonymous or confidential Reports findings and resolutions to leadership.
11. Assist with the implementation of Compliance program communication and training plans, including collaborating with other corporate support teams business units.
12. Provide guidance with interpreting regulations and health plan
13. Trains and develops staff and appropriately discerns and escalates issues that require management and communication upward.
14. Other duties as assigned.

Qualifications

1. Bachelor's degree in Healthcare, Hospital, Public, or Business Administration, Human Resources Management or another approved related field required.
2. Advanced degree in related field or relevant compliance, risk management and/or audit professional certification may be taken into consideration against years of experience.
3. Minimum of 7 years of experience working in a healthcare discipline and at least five (5) years in a Compliance, Risk Management or Legal function required.
4. Experience in contributing to, and/ or managing projects covering all seven (7) elements of an effective compliance program.
5. Professional certification in Audit, Compliance, Privacy or Risk Management preferred

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