



POSITION TITLE: Risk Management & Compliance Manager

PRIMARY SUPERVISOR: VP of Operations

DEPARTMENT: Risk Management

SUPERVISES: N/A

STATUS: Exempt

SALARY RANGE: Beginning salary will be commensurate with education and experience, and based on appropriate industry standards.

POSITION DESCRIPTION: This position will work with cross functional teams to maintain agency operational compliance and accreditation for the agency. Will complete editing and implementation of policies and practices to ensure that all business units are in compliance with state, federal, and local regulatory requirements. Will complete internal and external reports, contract executions, and staff credentialing. This staff member is designated as the individual to serve as The Village Family Services' Compliance Officer.

REQUIREMENTS & QUALIFICATIONS:

Bachelor's Degree in risk administration, business administration, public health, social science, or a closely related field and three years of experience OR any combination of training and experience equivalent to graduation with a bachelor's degree from an accredited college or university and that exhibits the knowledge, skills and abilities necessary to perform the duties of this position will be considered.

- Three (3) years professional experience in contract compliance, affirmative action or a related field preferred.
- Knowledge of business principles
- Knowledge of relevant legislation and regulations
- Knowledge of relevant software
- Knowledge of research practices

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Lends appropriate support to all departments and programs in order to comply with State and Federal laws and regulations, as well as contractual agreements. The responsibilities of this position are to ensure the agencies compliance with the multitude of laws which affect the operations of the agency.
2. Monitor matters pertaining to Corporate Compliance.
3. Serves as the agency ADA Compliance Officer for LAHSA Contracts
4. Conduct Corporate Compliance Risk Assessments. Including identifying internal and vendor privacy-related exposures, assesses relative risks, and coordinates/assists with corrective action tailored to mitigate those risks; interfaces with external auditors and government regulators.
5. Continually develops and maintains an effective Compliance Program.
6. Completes development, maintenance and revision of policies and procedures on an as needed basis or annually
7. Identifies, tracks and records new laws and regulations and works with the program areas to ensure changes are implemented to ensure agency compliance.
8. Maintains a compliance library that provides adequate and necessary reference materials.
9. Develops and implements monitoring and auditing procedures to ensure regulatory compliance. This includes compliance with Health Plan contracts, grants, foundations, etc.
10. Maintains current knowledge of applicable federal, state and local authorities as well as accreditation standards and industry best practices in support of compliance needs.
11. Completes confidentiality/privacy/compliant/incident remediation activities.
12. Assists with reporting to contracting agencies as needed.
13. Execute Contracts, MOUs and/or Letters of Agreement.
14. Credentials staff as needed for contracts.
15. Monitors and maintains agency accreditation through CARF, including:



16. Review of CARF standards, updated annually, and implementation of any updates to maintain conformance to standards;
17. Completion and Implementation of annual Conformance to Standards Report for CARF;
18. Preparation and Facilitation for CARF Accreditation Visit(s).
19. Supports agency response to inquiries, requests and actions by state regulators, ombudsmen, attorneys regarding regulatory compliance issues - including complaints and grievances.
20. Supports investigations of reported compliance violations and presents the results to the Leadership and/or Human Resources.
21. Attends and when needed conducts weekly staff meetings and group supervision meetings.
22. Assists in the development of program policies and procedures to ensure agency compliance with funding sources.
23. Attends regularly scheduled agency wide meetings, community meetings and other meetings as assigned.
24. Conducts all functions in accordance with Agency guidelines, policies and procedures.
25. Complies with applicable professional licensing or certification requirements and ethics.
26. Performs other duties and responsibilities as assigned.

COMPETENCY:

To perform the job successfully, an individual must demonstrate the following competencies

Analytical Ability	Quality Management	Problem solving	Project Management, Planning & Organizing
Technical Skills	Interpersonal Skills	Excellent oral & written professional communication	Teamwork
Change Management	Cost Consciousness	Strong Ethics & Judgment	Commitment to Diversity
Business Acumen	Motivational skills	Professional Demeanor	Produces quality work
Must be adaptable	Excellent Attendance & Punctuality	Dependable	Takes initiative

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County’s most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line Risk Management & Compliance Manager.