

Director of Compliance

Origins Behavioral Healthcare

Job Location: West Palm Beach, FL

Full Time

JOB DESCRIPTION:

As Director of Compliance you will serve as the agency's primary point of contact for all Florida compliance issues. In this capacity you will develop, implement, and monitor the agency's compliance plan, including all internal and external monitoring, auditing, investigative and report processes, procedures, and systems. The Director of Compliance will also prepare, submit and present periodic reports on corporate compliance issues to the executive management as requested and/or as may be required.

DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee organization compliance and accreditation activities.
- Maintain State Licensure including processing and coordinating expansion efforts that require modification or expansion of existing licensure.
- Maintain accreditation including maintaining all required documentation and reporting requirements.
- Review and respond to all client related grievances, including reporting to executive management and state licensure and accrediting bodies, as required.
- Review and respond to all incidents throughout the entire organization and all facilities and programs, including reporting to executive management and licensing/accreditation, as required.
- Ensure organization is in compliance with the HIPAA/HITECH laws including the privacy, security and breach notification requirements. Serve as the organizational privacy and security officer.
- Manage all organizational documents related to compliance, accreditation, HIPAA, and HiTECH.
- Participation and leadership in developing the clinical documentation system.
- Develop and implement an organizational training plan and program for all client related positions.
- Develop and implement a clinical training institute for internal and external use.
- Provide structure training for Recovery Advocate staff using the "essential of direct care" program.
- Assist the program director in evaluating the clinical competencies of staff and developing individualized training plans.
- Move the organization toward being a leader in training and preparing clinical and direct care professionals to be substance abuse professionals in the changing healthcare environment.
- Document the current program design and curriculum, including articulation of goals and measurable outcomes.
- Develop a written program evaluation plan with methods and tools that can be incorporated into the existing system of care.
- Implement evaluation plan, gather, analyze and report on goals and outcomes.
- Participate in documenting the administrative, HR, clinical, and facility process of the Origins model of care.
- Participate in planning and growth of existing programs and facilities.
- Evaluate risk and growth potential of new acquisitions.
- Evaluated the strengths and limitation of clinical services and program designs for new and existing acquisitions.
- Provide services and activities needed to bring any new programs to Origins standards.
- Uphold all Origins Behavioral HealthCare Policies and Procedures
- Maintain client/potential client confidentiality in accordance with Origins' Policy

WHY SHOULD YOU APPLY:

- Great team culture and learning environment
- Meaningful work
- Career advancement
- 401K+ Match
- Robust benefits including:
 - Paid time off
 - Health, dental, vision and ancillary benefits
 - Progressive paid maternity leave and adoption benefits.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Master's degree in related discipline required.
- Current counseling license or nursing license required.
- Minimum of five (5) years clinical experience in related field.
- Minimum of three (3) years supervisory experience.
- If in recovery, one (1) year continuous sobriety preferred.

FOR MORE INFORMATION/TO APPLY:

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/1115863>