

HIPAA Privacy & Security Officer

Shingle Springs Band of Miwok Indians

Job Location: Placerville, CA

Full Time

POSITION SUMMARY:

The **Shingle Springs Band of Miwok Indians** is a federally recognized Indian tribe that protects and enhances the quality of life of its members by preserving, protecting and promoting its history, culture and traditions; promoting self-sufficiency and a strong work ethic; exercising the powers of self-government and sovereign immunity; while providing social, health, economic and educational resources, opportunities and services that contribute to the well-being of the tribal community and the community surrounding it.

The HIPAA Privacy & Security Officer is responsible for the Health & Wellness Centers HIPAA Privacy & Security program and its implementation. This position will oversee all ongoing activities related to the development, implementation, and maintenance of the Health & Wellness Center HIPAA Privacy & Security Policies and their Compliance in accordance with applicable federal and state laws.

This position will report to the Executive Director of the Health & Wellness Center regarding day-to-day operations and will also have a direct line to the Information Technology Department, Compliance Department, Legal Department, Chairperson, and Compliance Committee for any Compliance-related recommendations, incidents, or reporting needs

SPECIFIC RESPONSIBILITIES:

- Serve as the designated Privacy & Security Officer for the Health & Wellness Center
- Develop, implement, and monitor appropriate safeguards to protect the privacy of personal health information
- Implement ongoing privacy audits of all clinic areas with access to protected health information (PHI).
- Ensure delivery of initial and ongoing HIPAA training for current management, current employees, and new employees of the Health and Wellness Center.
- Investigate, document, and report privacy incidents as appropriate and required
- Report privacy breach(es) in compliance with all organizational and legal requirements in consideration of size and nature of breach
- Establish processes and procedures that protect HIPAA patient rights including Notice of Privacy Practices, access, request for amendment, restriction of access, accounting of disclosures, and/or communications to alternate location or method.
- Collaborate with facility leadership and management to establish and maintain a Business Continuity Plan and, also, a Disaster Recovery plan addressing potential data breach(es) and/or natural disasters.
- Ensures that ongoing Security Risk Analysis is performed and documented.
- Establish appropriate administrative, physical, and technical safeguards to ensure the confidentiality, integrity, and security of electronically protected health information that is created, received, used, or maintained by the Health and Wellness Center.
- Coordinates with Health & Wellness Center leadership, Surveillance, and Tribal Police to assure physical safeguards are maintained appropriately.
- Establish, implement, and monitor Business Associate agreements with external and Tribal business associates.
- Works with Human Resources on any onboarding and offboarding needs as it relates to HIPAA privacy and security in the Health & Wellness Center
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree or higher in healthcare management, business administration, law, or similar field with two (2) years of HIPAA Privacy & Security related work experience; or
- Associate degree with four (4) years of HIPAA Privacy & Security related work experience
- Thorough knowledge of HIPAA Privacy and Security Rules with awareness of available resources for the operation of a HIPAA compliant program.
- Demonstrated ability to conduct HIPAA Privacy & Security as well as other compliance audits in compliance with applicable Federal and State requirements and /or best practices
- Strong understanding and remediation skills are required for the potential navigation of a data breach.
- Ability to demonstrate good judgment and commitment to high standards of ethics and regulatory compliance
- Available for the incident and emergency handling outside of regular office hours when necessary
- Ability to manage details thoroughly and successfully
- Strong management and leadership skills
- Possess an understanding of Data Security Best Practices

PREFERRED QUALIFICATIONS:

- Certified in Healthcare Privacy Compliance (CHPC) or ability to obtain certification within twelve (12) months of hire
- Tribal Healthcare experience preferred

FOR MORE INFORMATION/TO APPLY:

<https://shinglespringsrancheria.bamboohr.com/jobs/view.php?id=354>