

Compliance Officer

Santa Clara Family Health Plan

Job Location: San Jose, CA

Full Time/Days

JOB SUMMARY:

The Compliance Officer oversees the compliance program and staff to ensure the Plan is compliant with applicable laws and regulations (including those related to Medicare, Medi-Cal, and Knox-Keene Act requirements), identifies and manages areas of risk, and maintains positive relationships with regulators and policymakers. This individual has direct access to the Chief Executive Officer and to the Santa Clara County Health Authority (SCCHA) Governing Board, for the purpose of advising and making recommendations about regulatory compliance issues. The scope of responsibilities includes serving as Privacy Officer and coordinating security matters with the Chief Information Officer, as well as coordinating compliance activities with Santa Clara Family Health Plan (SCFHP) operational areas.

RESPONSIBILITIES:

- Provide strategic leadership to Compliance operations, including the development and distribution of written standards of conduct and policies and procedures that promote the organization's commitment to, and culture of, compliance.
- Implement, document, and maintain a coordinated regulatory compliance program that meets regulatory expectations across all lines of business.
- Ensure that business units develop and maintain key metrics monitoring compliance, especially with any area considered to be of high risk. Provide oversight and monitoring of operations through maintenance of a compliance dashboard reflecting organizational performance on Medi-Cal and Medicare regulatory requirements.
- Carries out supervisory responsibilities in accordance with the organization's policies, procedures, applicable regulations and laws. Responsibilities include:
 1. Recruiting, interviewing, and making recommendations for hiring.
 2. Developing a high performing department, culture and staff. This includes setting the standard for staff/peers and motivating employees to maximize organizational goals and objectives.
 3. Effectively assimilating, training and mentoring staff and (when appropriate), cross training existing staff and initiating retraining. This includes coaching to help increase skills, knowledge and (if applicable) improve performance.
 4. Setting goals and planning, assigning, and directing work consistent with said goals. This includes responding to employees' needs, ensuring they have the necessary resources to do their work.
- Please follow link below for a complete list of responsibilities

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Healthcare Administration, Public Health, Business, or related field.
- Minimum of five years of related experience leading a managed care compliance program that meets federal and state requirements.
- Minimum of five years of experience in management positions demonstrating increased levels of accountability.
- Previous Medicare, Medicaid, and HIPAA regulatory experience in a managed care entity.
- Previous experience working with federal and state regulators on compliance-related issues.

PREFERRED QUALIFICATIONS:

- Masters or Juris Doctor (JD) degree.
- Certification in compliance field by organizations such as the Health Care Compliance Association (HCCA) or National Health Care Anti-Fraud Association (NHCAA).
- Previous Medi-Cal compliance experience.
- Compliance experience related to oversight of delegated entities in government-sponsored insurance products (CMS, Medicaid, Medicare).
- Knowledge of managed care external accreditation requirements (National Committee on Quality Assurance).
- Please follow link below for a complete list of qualifications

FOR MORE INFORMATION/TO APPLY:

<https://phf.tbe.taleo.net/phf04/ats/careers/v2/viewRequisition?org=SANTCLAR2&cws=38&rid=2841>