

# Senior Compliance Manager

## Resources for Human Development

Job Location: Philadelphia, PA

Full Time

### **JOB SUMMARY:**

The Compliance & Regulatory Senior Manager will be responsible for supporting operations of the compliance department, including planning, and coordinating departmental initiatives, to ensure adherence to regulatory standards and best practices. The Senior Manager will directly supervise the Compliance Regulatory Specialist. The Senior Manager will also assist with leading a team of Compliance and Regulatory Managers in monitoring programs for compliance, completing and overseeing investigations. The Compliance & Regulatory Senior Manager will assist with coordination and manage compliance efforts to ensure RHD meets with federal and state laws, funder regulations and contracts, and RHD Policies related to the provision and billing of services. This can be an opportunity to work remotely.

### **REQUIRED EXPERIENCE:**

- Seven years' experience in human service delivery and/or compliance management.
- Experience with managed care, private, state, or federal contracts; knowledge of regulations/laws related to Medicaid/Medicare billing.

### **EDUCATION/LICENSES/CERTIFICATIONS:**

- Advanced degree and/or certification in Healthcare Compliance (CHC), or investigatory certification preferred. BA or BS Degree with significant relevant experience may substitute for an advanced degree.

### **REQUIRED QUALIFICATIONS:**

- Ability to work independently with minimal, direct oversight and to take direction when needed.
- Investigative skills, including ability to formulate investigative questions and methods, structure related interviews, review documents and collect evidence, and objectively determine findings and make relevant recommendations.
- Auditing skills, including the ability to determine an appropriate audit sample, develop audit tools to meet the purpose of the audit, and read clinical, personnel, and billing records to determine compliance with laws and regulations.
- Familiarity with RAT-STATS preferred
- Interpersonal style characterized by professionalism, patience, effective communication skills, and ability to remain calm in emotionally charged situations. Excellent relationship building skills.
- Ability to coordinate work within a team environment.
- Advanced knowledge of Microsoft Excel and Word
- Excellent writing and computer skills; skills in public speaking and presentations.
- Ability to travel to RHD program sites regionally and nationally, as needed.

### **FOR MORE INFORMATION/TO APPLY:**

<http://rhd.balancetrak.com/ADMINSRCMPMGR01202301>