



Corporate Compliance Coordinator

Full Time
Salary

JOB SUMMARY:

Catholic Charities of the Diocese of Albany, NY is currently hiring a Corporate Compliance Coordinator. This is a full time salaried position based in Albany, NY with the possibility of a hybrid/partially remote work schedule.

DUTIES:

The Corporate Compliance Coordinator performs a wide array of responsibilities that support the development, revision and implementation of the Corporate Compliance Plan and Code of Conduct, such as:

- Foster and maintain a culture that encourages compliance with contracts, regulations, laws and best practices, as well as the reporting of suspected fraud or other improprieties without fear of retaliation.
- Chair Corporate Compliance Committees.
- Respond and maintain records regarding contacts to the Ethics Help Line. In conjunction with the Compliance Officer, determine appropriate follow up to address compliance and HIPAA Privacy concerns, complaints, and questions.
- Conduct compliance related reviews, audits, or compliance related investigations in all agencies of Catholic Charities, up to and including self-disclosures to the NYS Office of Medicaid Inspector General (OMIG) and/or other state or federal oversight agencies as required;
- Participate and present materials, in compliance and privacy training programs for employees, contractors, volunteers, board members, and other constituents.
- Develop and document recommendations for corrective actions and when indicated support local agencies in implementing corrective actions for findings in compliance audits and investigations.

QUALIFICATIONS:

- 3-5 years' experience in Medicaid Compliance for a human service organization
- Valid driver's license, proof of current car insurance and registration and access to a reliable, working vehicle
- Manages stress appropriately
- Makes good decisions under pressure
- Manages anger / fear/ hostility / violence of others appropriately
- Handles multiple priorities
- Manages conflict resolution and maintains strict confidentiality
- Ability to impact systems to foster compliance and quality improvement.
- Ability to present information to employees at all levels of the organization.
- Reputation for integrity and willingness to challenge higher levels of management on issues arising through compliance programs.
- Understanding of government requirements/expectations for human service programs.

EDUCATION:

- BA/BS in human service or business management

FOR MORE INFORMATION/TO APPLY:

<https://secure2.saashr.com/ta/MMH2221.careers?careerssearch>