

Compliance Officer

RiseBoro Community Partnership

Job Location: Brooklyn, NY

Full Time/Days

JOB SUMMARY:

Under the general supervision of the Deputy General Counsel, the Compliance Officer establishes, implements, and leads an effective compliance program for RiseBoro Community Partnership, RiseBoro Homecare, and all affiliates, to ensure regulatory compliance and to prevent illegal, unethical, or improper conduct as well as align with RiseBoro's mission. The Compliance Officer acts as part of the Legal-Risk Management team, monitoring and reporting results of the compliance and ethics efforts of RiseBoro and providing guidance to the Board and senior management team on matters relating to compliance. Additionally, the Compliance Officer works collaboratively with the Health and Program divisions, HR and IT, and other staff to provide leadership to implement, coordinate and continually improve a fully integrated, organization-wide Compliance program.

COMPETENCIES:

- Demonstrated experience applying knowledge of Medicaid and Medicare regulations and NYS Department of Health regulations
- Experience with generally accepted government auditing standards
- Excellent organizational skills, attention to detail with the ability to multi-task
- Excellent research, analytical, and creative thinking skills with the ability to problem solve; apply conflict resolution skills as needed
- Excellent oral and written communication skills with strong interpersonal skills
- Ability to navigate and manage multiple electronic health record systems, financial data systems, and other electronic data tools and systems
- Ability to apply a collaborative approach to working with various teams across a complex organization, including internal and external stakeholders
- Ability to use sound judgment and maintain employee, client, and organizational confidentiality with all information
- Ability to be flexible and adaptable in response to changes and multitask between various projects
- Proficient in Microsoft Office Suite and applicable software
- Commitment to building a supportive work environment and maintaining a positive attitude at the workplace, and addressing complex performance issues constructively and positively
- Commitment to RiseBoro's mission, vision, and values
- Ability to understand the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- Demonstrated commitment to supporting the work which affects communities that have experienced systemic oppression and bias (i.e., people of color, LGBTQ+ people, immigrants, justice-involved persons, etc.

MINIMUM REQUIREMENTS:

- A minimum of three (3) years of experience in healthcare compliance or healthcare administration preferred

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree required; Master's degree in Healthcare Administration a plus
- Certified in Healthcare Compliance (CHC) a plus

FOR MORE INFORMATION/TO APPLY:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=116406&clientkey=EADEA190247F3A600C15C7900B9DC6D1>