

# Compliance Specialist

**APluscare**

Job Location: East Brunswick, NJ

Full Time/Days

## **JOB SUMMARY:**

- Ensures quality of life of the client served and protected by minimizing risk to the entire Agency and surrounding community
- Conducts spontaneous and scheduled visits and inspections
- Creates and revises systems and procedures by analyzing compliance policies and practices.
- Identifies potential weaknesses and risks in operations, documenting needs for improvement, creating corrective plans, and ensuring correction
- Review Practices on an ongoing basis to ensure prevention of incidents or violations
- Audits and corrects employee documentation at the residential or individual/ client level
- Reviews and updates internal policies; recommends and formulates policies, procedures and guidelines
- Responds to internal and external inquiries related to licensing and compliance issues.
- Creates and maintains compliance and audit documents
- Resolves compliance and risk problems by analyzing regulations and identifying solutions
- Facilitates Agency governance filings, licensing, registrations and corporate records for oversight entities
- Assists in the development and implementation of corporate governance policies, guidelines and templates
- Responsible for compliance activities to include reporting, risk assessments, training and follow up reviews of compliance investigations and notifications
- Responsible for ensuring that all employees receive all required trainings upon hire and annually thereafter
- Responsible for ensuring that additional employee development opportunities are available on an ongoing basis to all staff
- Is available for after hours on-call duties for urgent facility matters
- Cooperation with all agency, state (DHS/DDD), and federal investigations and inspections

## **REQUIREMENTS:**

- Bachelor's Degree is required
- Valid Driver's License
- Excellent verbal and written communications
- Employee must cooperate with the licensee and DHS department staff in any inspection or investigation
- Employee must successfully complete and demonstrate proficiency in all areas of required training

## **ADDITIONAL INFORMATION:**

- Sitting, standing, and computer work for long periods of time
- Push, pull, and lift up to 50lbs
- The ability to write concisely and convey meaning in a manner appropriate to different readers, presenting a persuasive argument
- Duties and responsibilities may be added, deleted or changed to meet the needs of the organization

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

<https://www.apluscarellc.com/compliance-specialist.html>