

# Compliance Officer

## Northern Valley Indian Health

Job Location: Willows, CA

Full Time/Days

### JOB SUMMARY:

Under general supervision from the Chief Executive Officer, the Compliance Officer is responsible for the overall Compliance Program for the Agency. This position works closely with all Leadership and Staff to educate and monitor the healthcare Compliance Program to support the Agency's mission.

### MINIMUM REQUIREMENTS:

- Three (3) years' experience in healthcare compliance related role.
- Leadership skills with the ability to motive, inspire, coach, counsel and ensure team effectiveness; previous supervisory experience desired
- Knowledge of healthcare clinical operations, billing & coding, audits and other compliance realms.
- Ability to understand and apply compliance regulations from HHS-OIG, HIPAA and other regulatory bodies in the healthcare industry.
- Demonstrated competence in reacting to and handling high stress situations.
- Able to work collaboratively with multiple levels of professionals (CEO to Receptionists) in a busy and complex environment using tact, diplomacy, and discipline, requiring excellent interpersonal skills.
- Demonstrated proficiency in supervising and motivating staff.
- Excellent written, oral communication skills, including the ability to engage in public speaking.
- Strong organizational, problem-solving and analytical skills with acute attention to detail.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to work independently and as a member of various teams and committees.
- Good judgment with the ability to make timely and sound decisions by managing priorities and workflow.
- Creative, flexible, and innovative team player.
- Reliable transportation.

### EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's Degree required, in healthcare administration, law, business or a related field.
- Healthcare Compliance (CHC) Certification.

### ADDITIONAL INFORMATION:

Native Preference. Northern Valley Indian Health provides Native Preference in hiring practices for qualified Native applicants, in accordance with its policy. NVIH is also an Equal Opportunity and At Will Employer.

### FOR MORE INFORMATION/TO APPLY:

<https://nvih.atsondemand.com/#/jobDescription/895903>