



Sr. Compliance Specialist
Job Location: Orlando, Florida
Full Time/Days

Brief Summary:

The primary role of this position is to oversee business functions and operational processes to ensure that each policy adheres to standard regulations and internal guidelines.

Essential Job Functions:

- Performs periodic assessments of business units and conducts ongoing compliance monitoring activities.
- Prepares content for yearly compliance trainings.
- Maintains and audits safety binder.
- Works with all clinic staff on current compliance guidelines and expectations.
- Consults with the legal department and advises leadership and management on compliance matters.
- Identifies, investigates, and reports compliance issues, irregularities, and violations.
- Stays current with compliance laws, regulations, and enforcement environment, and understands how they impact the organization.
- Maintains corporate compliance site and ensure all resources are kept up to date.
- Provides guidance to employees on the organization's compliance policies and programs, and educates staff on applicable compliance rules, regulations, and best practices.
- Collaborates with other departments.
- Partners with others in Compliance to create activities and communications for compliance week.
- Prepares newsletter articles for company newsletter.
- Manages compliance matters and risk in a professional manner
- Performs other duties and responsibilities assigned by supervisor.

Minimum Required Education, Experience & Skills:

- Bachelor's degree in Healthcare, Business, Legal, Accounting, or Finance, or in a related field
- Certification: Compliance Certification Board. Compliance Certification, for example: certified Healthcare Compliance (CHC) or Certified Compliance & Ethics Professional (CCEP), etc.
- Knowledgeable in and conversant with healthcare laws and regulations and comprehensive understanding of ethics in a healthcare environment.
- Able to conduct complex and sensitive compliance and fraud investigations.
- Relate with people from various backgrounds, establish rapport, and manage relationships effectively.
- Provide education, counsel, and report on compliance related issues.
- Able to use computer applications such as Microsoft Word, Excel, and Power Point
- Plan and organize to handle multiple projects and a demanding workload effectively
- Translate strategies into goals and action plans and execute the plans within the stipulated time-frame.

Preferred Education, Experience & Skills:

- Healthcare experience
- Speak and write Spanish (Optional)

The information listed above is not comprehensive of all duties/responsibilities performed. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

For More Information/To Apply:

https://ich.wd1.myworkdayjobs.com/Innovacare/job/Corporate/Sr-Compliance-Specialist_R06184-1

Email resume to our Talent Acquisition Partner: Nicole.Mitchell@innovacarehealth.com