

Manager Compliance and Privacy

Texas Health Resources
Job Location: Arlington, TX
Full Time/Days

JOB SUMMARY:

Reporting to the Director of Compliance and Privacy, the Manager Compliance & Privacy is responsible for managing the day-to-day Ethics, Compliance and Privacy program. This includes overseeing other team members and ensuring the program's effectiveness. Key duties include: conducting education, investigations, monitoring audits, analyzing data and reports, resolving compliance concerns, and providing guidance and recommendations. The role requires strong organizational skills and proficiency in communication and interpersonal skills to consult with various internal and external stakeholders.

MINIMUM REQUIREMENTS:

- 6 Years Healthcare compliance/privacy programs, auditing/monitoring, investigations and compliance training to include leadership/supervisory experience Required
- Executive leadership presence on issues concerning compliance and ethics matters
- Clear, concise, and persuasive writing and presentation skills
- Multitasking and project management experience
- Ability to respond well under pressure
- Skills in use of information systems, databases, Excel, and Microsoft Word and other MS Office applications
- Collaborative work with leadership in compliance and ethics program development
- Strong organizational skills and an orientation to deadlines and detail
- Knowledge of applicable privacy and U.S. compliance laws and regulations

EDUCATION/LICENSES/CERTIFICATIONS:

- Master's Degree Health Administration, Legal studies or related field Required
- CHC - Certified in Healthcare Compliance Upon Hire Required
- SSLP - Six Sigma Lean Professional Upon Hire Preferred
- PMP - Project Management Professional Certification Upon Hire Preferred

FOR MORE INFORMATION/TO APPLY:

https://texashealth.taleo.net/careersection/ex3/jobdetail.ftl?job=25010749&tz=GMT-05%3A00&tzname=America%2FNew_York