

# Director of Quality Assurance & Compliance

**Community Care Network**  
Job Location: Rutland, VT  
Full Time/Days

## **JOB SUMMARY:**

The Director of Quality Assurance & Compliance is a key leadership role responsible for ensuring that the Agency operates in full compliance with operational policies, provider agreements, grant agreements, and all applicable laws and regulations. This position serves as an internal consultant, guiding the organization to minimize risks and adhere to standards. The role involves auditing, analyzing, and evaluating Agency practices, recommending corrective actions for irregularities, and helping staff avoid unnecessary risks.

The Director will oversee risk management, corporate compliance, and privacy policies and programs, as well as ensure the Agency's adherence to safety regulations. The Director will also act as the lead for complaints, grievances, and appeals, and support Agency responses to legal inquiries or regulatory investigations.

## **MINIMUM REQUIREMENTS:**

- A minimum of 5 years of experience in regulatory compliance, risk management, project management, with experience in leading charge and improvement initiatives.
- Knowledge of Vermont's mental health, substance use, and IDD service systems and community resources is a plus.
- Superior interpersonal, communication, and presentation skills (verbal and written), including the ability to prepare clear and concise reports and presentations.

## **EDUCATION/LICENSES/CERTIFICATIONS:**

- Bachelor's degree in business, organizational development, or related field required. Master's degree preferred.
- Possession of Certified Healthcare Compliance (CHC) certification is desired. Certified Compliance & Ethics Professional (CCEP) certification is also helpful.

## **ADDITIONAL INFORMATION:**

- Must have a valid driver's license, reliable transportation with personal automobile liability insurance coverage at or above the levels mandated by the State of Vermont.
- \*Successful completion of a criminal history background check after hire.

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

<https://rmhscn.rec.pro.ukg.net/RUT1501RUCC/JobBoard/ce275a1c-cb96-4c56-99b5-445bf9599e0e/OpportunityDetail?opportunityId=1e3e4d5d-c7ed-4c8f-9ab8-f105c89a1c3d>