



Compliance/Quality Officer
Part-Time/Remote

JOB SUMMARY:

The Compliance/Quality Officer (CQO), in conjunction with Privacy Officer, is responsible for ensuring the organization operates in compliance with all laws, regulations and industry standards governing contracts, including URAC. The CQO oversees the development, deployment, and maintenance of the organization's Compliance Program and Internal Quality Management System (QMS).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor regulatory sources related to Standards and all relevant federal, state and local regulations related to active contract requirements.
- Conduct gap analysis, risk rating and action planning for any regulation changes.
- Update Regulatory Tracking Log when new or amended requirements are identified
- Update policies and/or procedures and provide training on new/revised regulations as needed before the effective date.
- Oversee the development, deployment, and maintenance of the organization's Compliance Program components and Internal Quality Management Program (IQMP).
- Lead compliance-related audits, assessments, and reporting activities.
- Adhere to all required documentation standards and reporting procedures as defined by internal and external guidelines.
- Perform other duties as assigned.

EDUCATION AND CERTIFICATIONS:

- Bachelor's degree (Master's preferred) in business management, law, health care administration or related field.
- Certification in Compliance, e.g., CHC (Certified in Healthcare Compliance); CHPC (Certified in Healthcare Privacy Compliance); OHCC (Officer of Healthcare Compliance) or CPHQ (Certified Professional in Healthcare Quality).

EXPERIENCE AND SKILLS:

- Clinical background a plus but not required.
- Three to five years of experience in roles that have been directly exposed to managing risks and ensuring compliance with laws and regulations.
- Three to five years of experience in roles that have managed organizational quality control and industry standard quality systems
- Deep understanding of relevant laws, regulations, and industry best practices.
- Knowledge of URAC standards and other industry-related standards requirements.

FOR MORE INFORMATION/TO APPLY:

To apply, please send your resume and a brief introduction outlining your experience and interest in the role. Please submit your resume to: Resumes@wccms.com Website: <http://www.wccms.com/>

ABOUT US:

Wise Care Counts (WCC) helps government agencies protect and optimize public health benefit programs through clinically informed, data-driven solutions that are impactful, proportionate, and defensible. With nearly 20 years of experience, we support federal and state programs through compassionate workers' compensation case management, payment validation services, and improper payment assessments for programs including FECA, Medicare, and Medicaid. As a woman-owned small business based in Fairfax, Virginia, we are committed to integrity, sound decision making, operational excellence, and preserving trust in the public programs that millions rely on. We value professionals who are proactive, adaptable, detail-oriented, and passionate about supporting meaningful work that makes a difference. WCC is an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, caste, disability, veteran status, and other legally protected characteristics and maintain a drug-free workplace. To apply, please send your resume and a brief introduction outlining your experience and interest in the role. Please submit your resume to: Resumes@wccms.com