



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Compliance Officer

Open Date:

May 9, 2017

Position Objective: This position is responsible for the management of a multifaceted compliance program including oversight of clinical risk management, infection control and employee health. Through strategic planning, leadership, collaboration and consultation, this position will lead and direct efforts to identify and implement measurable goals in each of these areas within the Spirit Lake Health Center (SLHC).

Major Duties & Responsibilities

- Maintains current knowledge of federal, state and local regulations affecting areas of responsibility, ensures compliance, and ensures that the facility leaders are informed of appropriate issues. Understands and complies with infection control, safety and OSHA procedures and regulations.
- Plans, organizes, implements, and monitors the SLHC's Compliance Program, including clinical risk management, infection control and employee health; coordinates related audit and assessment activities, communicates expectations, and reports results.
- Develops annual plans, program policies, procedures and guidelines for assigned areas of responsibility. Conducts ongoing review to identify discrepancies and implements revisions as necessary.
- Receives, reviews, and takes appropriate action on information and reports of risk, infection control or employee health incidents within specified time frames to include recording, collecting, documenting, and maintaining data, follow up as necessary, including reporting to appropriate regulatory agency.
- Collects, evaluates, and distributes data regarding incidents, claims, profiles, losses and other management reports within area of responsibility.
- Assists with and/or at times coordinates investigations to identify root cause analysis of incidents and near misses.
- Responsibility for ensuring appropriate intervention and education occurs when healthcare infection trends, outbreaks or non-compliance to infection control/OSHA requirements are identified.
- Support and participate in interdisciplinary performance and quality improvement process.
- Evaluate and treat all injuries and illnesses in an efficient and professional manner within the scope of practice and consistent with clinical nursing guidelines.
- Provide or manage the required physical evaluation, respiratory protection, and vaccination programs and services to meet regulatory requirements such as OSHA, Department of Transportation, CDC, etc.
- Train and lead ergonomic team to assess jobs and provide input regarding ergonomic improvements.
- Administer the company's Drug-Free Workplace Program.
- Assist departments with identifying, evaluating, and implementing accommodations and return to work options for workers with restricted duty.

- Collaborate with Health and Safety, Operations, and Human Resources to develop operations, programs, and services by providing content expertise.
- Contribute in the design of controls for injury prevention and health surveillance related to actual and potential hazards in the work environment.
- Maintain effective, collaborative interdepartmental and external relations.
- Prepares regular reports for the as directed.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

Qualifications, Experience and education required:

- Bachelors of Science degree in nursing. Four (4) years of related experience.
- Licensed as a Registered Nurse in the State of North Dakota.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota with a clean driving record.
- Knowledge of federal, state and local regulations affecting areas of responsibility, including Medicaid and Medicare regulations.
- Knowledge of current nursing practices and principles.
- Knowledge of exposure control including blood borne pathogens and respiratory protection protocols.
- Knowledge of State of Nevada Immunization Program policies and procedures.
- Ability to identify and resolve problems in a timely manner; gather and analyze information skillfully; develops alternative solutions; work well in group problem solving situations; and uses reason even when dealing with emotional topics.
- Knowledge of process improvement methodology and techniques.
- Ability to identify and resolve problems in a timely manner; gather and analyzes information skillfully; develops alternative solutions; work well in group problem solving situations; and uses reason even when dealing with emotional topics.
- Ability to work with personal computer and utilize a variety of software applications, including database and office software systems.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Ability to collect, organize, record, and proficiently communicate data relevant to primary health assessments.
- Ability to prioritize and shift priorities in a changing environment.
- Ability to organize the multiple demands of the job.
- Ability to communicate clearly and effectively, both orally and in writing.
- Skilled in critical thinking, deductive reasoning and decision making.

- Skill in providing exceptional customer service.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Must successfully pass a criminal and background check.
- Must successfully pass a pre-employment drug screen.

Job Role:	Administration	Company Industry:	Spirit Lake Tribe
		Closing Date:	Until Filled
Employment Status:	Full- time	Supervision	CEO
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		