



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

Job Title:

Chief Compliance Officer

Open Date:

September 28, 2018

Position Objective: This position is responsible for the management and oversight of a multifaceted corporate compliance program including oversight of clinical risk management, infection control and employee health. This position will function as an independent and objective body that reviews and evaluates compliance issues/concerns within the organization. The position ensures the governing Board, management and employees are in compliance with the rules and regulations of regulatory agencies, that organization policies and procedures are being followed, and that behavior in the organization meets the company's Standards of Conduct. 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).

Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES.

Major Duties & Responsibilities

- Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. Manages day-to-day operation of the Program.
- Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees.
- Plans, organizes, implements, and monitors the SLHC's clinical risk management, infection control and employee health programs; coordinates related audit and assessment activities, communicates expectations, and reports results.
- 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.
- Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends.
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.
- Collects, evaluates, and distributes data, and provides reports on a regular basis, and as directed or requested, to keep the Governing Board, CEO and senior management informed of the operation and progress of compliance efforts.
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.
- Develops annual plans, program policies, procedures and guidelines for assigned areas of responsibility. Conducts ongoing review to identify discrepancies and implements revisions as necessary.

- 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.
- Oversee compliance with the required physical evaluation, respiratory protection, and vaccination programs and services to meet regulatory requirements such as OSHA, Department of Transportation, CDC, etc.
- Assist Human Resources and impacted 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.
- Performs related duties.

Knowledge required at a level appropriate for this position:

- Knowledge of federal, state and local regulations affecting areas of responsibility, including Medicaid and Medicare regulations.
- Knowledge of exposure control including blood borne pathogens and respiratory protection protocols.
- Knowledge of State of North Dakota Immunization Program policies and procedures.
- 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.
- Ability to prioritize and shift priorities in a changing environment.
- Ability to organize the multiple demands of the job.
- Skilled in critical thinking, deductive reasoning and decision making.
- Skill in providing exceptional customer service.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.

Supervisory Controls:

The Chief Executive Officer or Chief Operations Officer assigns work in terms of goals, objectives, and available resources. Work is reviewed through conferences, reports, and observation of operations.

Guidelines:

Guidelines include state and federal laws, regulatory agency requirements, Spirit Lake Tribe and SLHC policies and procedures. These guidelines require judgment, selection and interpretation in application. This position assists with the development of departmental and health service policies and guidelines.

Complexity/Scope of work:

This position consists of varied administrative and managerial duties. The varied scope of responsibility contributes to the complexity of the work.

The purpose of this position is to manage the compliance, clinical risk management, infection control and employee health programs for the SLHC. Successful performance helps ensure the overall effective and efficient operation of the health service.

Contacts:

Contacts are typically with state and federal agencies, regulatory agency, department directors, health service and other tribal employees, elected officials, and the general public.

Contacts are typically to give and exchange information, resolve problems, and provide assistance.

Physical Demands/Work Environment:

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The work is typically performed in an office and the noise level in the work environment is usually quiet.

While performing the duties of this Job, the employee is regularly required to sit; use hands and fingers to manipulate, handle, or feel; and, talk or hear. The employee must regularly lift and /or move light objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This position requires operation of a motor vehicle.

Supervisory and Management Responsibility:

This is a non-supervisory position that provides functional direction and guidance to other employees as directed.

Minimum Qualifications:

Bachelors of Science degree in nursing. Four (4) years of related experience.

Licensed as a Registered Nurse in the State of North Dakota.

Experience sufficient to thoroughly understand the diverse objectives and functions of the position and successfully perform assigned duties.

Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota with a clean driving record.

Must successfully pass a criminal and background check.

Must successfully pass a pre-employment drug screen.

Job Location:	Spirit Lake Health Center	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt		Closing Date:	October 12, 2018
Employment Status:	Full- time	Supervision	SLHC CEO
Hourly Salary Range:	DOQ	Manages Others:	No
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	hrgen@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	<p>Complete application/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.</p>		