



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

Job Title:

Chief Compliance Officer

Open Date:

January 16, 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).

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.

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.
- 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.
- 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.

Job Role:	Administration	Company Industry:	Spirit Lake Tribe
Employment Status:	Full- time	Closing Date:	Until Filled
Monthly Salary Range:	DOQ	Supervision	CEO
Number of Vacancies:	1	Manages Others:	
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.
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