



## JOB NOTICE

Date Posted: November 16, 2020

Closing Date: November 30, 2020 or until filled

**APPLICATION PROCEDURES:** Send letters of intent and resume via INDEED, interoffice or mail to Box –Compliance Director, Compass Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Department:** Administration

**Title:** Compliance Director

**Salary \$:** Full time with comprehensive benefits and leave package.

**Shift:** Mainly dayshift but may include evenings or weekends based on agency needs.

### JOB DUTIES

**ADMINISTRATIVE DUTIES:** Provides clinical leadership, feedback, and direction throughout the Agency. Responsible for clinical aspects of Commission on Accreditation of Rehabilitation Facilities (CARF) and Ohio Department of Mental Health and Addiction Services (OhioMHAS) compliance:

- Serves as the coordinator and works in conjunction with the Program Managers and Directors to ensure that Agency policies and procedures conform to accreditation, certification, and licensing standards.
- Conducts internal audits of clinical documentation and processes, summarizes audit results, and coordinates corrective actions.
- Helps Agency prepare for behavioral health related external audits and coordinates corrective actions related to clinical findings.
- OBHIS reporting – Assists agency with maintaining compliance with state’s OBHIS reporting system.
- Coordinates all CARF Communications and submissions of Annual Performance Improvement Plan updates.
- Provides support, direction, and training regarding all clinical aspects of the electronic health records system.
- Oversees the quality improvement program in accordance with the mission and strategic goals of the agency, regulations, and accreditation standards.
- Assists in monitoring programmatic activities for efficiency and service delivery quality and effectiveness.
- Helps organize data on clients and services necessary to evaluate Agency programming.
- Helps prepare and analyze weekly, monthly, quarterly, and annual statistical reports with narrative summaries as required.
- Helps prepare Agency Service Plan, annual Agency reports, and annual service evaluation summaries.
- Assists with agency’s client grievance policy and serves as alternative client’s rights officer.
- Responsible for compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- Provide direct service to clients as needed.

- Attends COMPASS Program and Services Committee
- Assists with clinical recruiting and university outreach
- Attends community meetings as required to further work related activities.
- Other Duties as assigned

**COMMITMENT TO HIGH QUALITY OF CARE:**

- Introduces and implements new ideas for improving the quality of care.
- Is attentive and responsive to feedback from persons served, significant others, and community providers/members.
- Shares skills and expertise with other agency staff, via coaching, sharing of information such as group topics, trainings, workshops, and other methods as applicable.
- Advances own level of skill and competency through participation in continuing education opportunities.

**QUALIFICATIONS FOR JOB**

**Education/Experience:** Master’s Degree in counseling, social work, or related field. LISW, LISW-S, LPCC, or LPCC-S is required. LICDC is preferred. At least three years of behavioral health management experience is required. Experience in providing and/or overseeing both mental health and substance use disorder services is preferred. Experience in both outpatient and residential behavioral health services is preferred. Expertise in dual diagnoses, counseling/case management, and/or community resource linkages. Experience understanding and implementing various evidence-based models and theories pertaining to psycho-education, motivational interviewing, serious mental illness and recovery. Ability to work effectively in collaboration with in the community and with diverse client populations. Experience with CARF and OhioMHAS standards and related compliance activities. Familiarity with outcome measurement and performance improvement activities. Working knowledge of electronic health records systems. Must be able to provide coverage and to respond to emergencies on an on-call basis.

**Technology:** Proficient in Microsoft Word, Excel, Outlook and Google. Proficient working with electronic medical records. Ability to conduct meetings virtually.

**Miscellaneous requirements:** Criminal background check; Pre-employment drug screen; ***If applicable to the position requirements includes:*** Clear driving record; TB test, Mini-Physical and First Aid/CPR. Periodic walking and standing during the day. May involve physical intervention with clients experiencing crisis situations. Potential exposure to blood borne pathogens.

Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

**Interpersonal/Human Relations Skills:** Strong social, communication and written skills. Must have the ability to develop rapport and be perceived by clients and staff as approachable. Ability to multi-task; while maintaining accuracy and organization.

**Exempt:** Not eligible for overtime

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION  
EOE-M/F/H including persons with disabilities and veterans