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CORPORATE COMPLIANCE OFFICER POSITION DESCRIPTION

Purpose and scope of position:

The Corporate Compliance Officer coordinates the implementation and maintenance of a Center wide compliance program which adheres to all applicable rules and regulations and reflects the highest standards of business integrity. The Corporate Compliance Officer reports to the CEO and the Board of Directors.

Knowledge, skills, and abilities required:

- Possesses the leadership skills necessary to initiate and direct all aspects of the Center for Discovery Corporate Compliance Program to include development and enforcement of policies, training of staff on these policies, and monitoring of programs to ensure compliance.
- The ability to effectively communicate both verbally and in writing with all Center for Discovery staff, legal counsel, and Board members
- Strong working knowledge of all related state and federal laws, regulations policies, procedures, and professional standards.

Minimum qualifications

- Master's degree
- Three to five years of healthcare management or administration
- Experience in medical/legal issues in a healthcare environment desirable

Essential duties: The CCO will:

- Coordinate the development and implementation of the Center for Discovery's Corporate Compliance program
- Oversees the Corporate Compliance and Quality Improvement departments
- Develop and maintain the Center for Discovery's Code of Conduct
- Develop, implement, maintain and monitor compliance policies and procedures in conjunction with the Executive Management Team.
- Establish channels for reporting problems and concerns without fear of retaliation
- Implement Corporate Compliance training and education for all Center employees, contractors and volunteers
- Conduct and/or oversee all appropriate compliance investigations
- Establish audit guidelines and measurements ensuring proper controls are in place
- Maintain a working knowledge of compliance issues, laws, and regulations

- Reports to the Governance and Corporate Compliance Committee of the the Board of Directors on the compliance program and its status
- Respond to violations (e.g., notifying an external agency if necessary) and maintain open channels of communication with the Center for Discovery's legal counsel
- Monitor the Corporate Compliance program effectiveness, make changes and update as needed.