

Position Code: 8640

FLSA Status: Exempt

Pay Code: 2

EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and ensure Agency compliance with local, state, federal, and private funding sources related to the Quality Assurance Program and to serve as the agency's Corporate Compliance Officer and Chesapeake Integrated Behavioral Healthcare (CIBH) Privacy Officer. The class is responsible for CIBH client rights services, staff supervision, planning, program evaluation, training, audits, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Supervises staff, including selecting or recommending selection, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Plans, organizes, coordinates, and implements Agency-wide programs such as Quality Assurance and POMS.
- Reviews the content and performance of the Corporate Compliance Program to improve its effectiveness and to ensure that the program stays abreast of any new developments.
- Coordinates and provides oversight to development of HIPAA policies and procedures and provides staff training for implementation.
- Analyzes, synthesizes, and evaluates data from outcome measurement tools to develop new approaches to improve quality of service delivery for consumers.
- Provides training and consultation on new programs for staff; monitors staff to ensure compliance with quality assurance.
- Prepares statistical and data management reports for monitoring quality of service delivery.
- Conducts interval audits of Agency service delivery documentation and provides management reports.
- Stays abreast of licensure/payer regulation changes; writes relevant policy and procedures manuals to maintain Agency compliance.
- Maintains record system for assigned area; processes daily paperwork including reports, memos, requisitions, and personnel information.
- Attends or conducts staff, committee, and other professional meetings to exchange information; facilitates local QM Committee.
- Provides oversight to the agency Corporate Compliance plan and HIPAA Compliance plan, provides due diligence, with administrative authority to ensure staff follow current Corporate Compliance and HIPAA policies and procedures.
- Responds to violations or alleged violations of the CIBH's Corporate Compliance plan and HIPAA compliance plan.
- Works collaboratively and effectively with the Executive Director to enforce all aspects of the Corporate Compliance plan and HIPAA compliance plan and ensures that the plan meets the boards' expectations.
- Trains, monitors and evaluates staffs compliance to applicable Federal and state regulations and compliance standards for documentation.
- Interprets and ensures compliance with program licensure, funding regulations and evaluation standards through policies and procedures development and review, staff training, and supervision of administrative and supervisory personnel.
- Directs staff to attend or complete required compliance training.
- Ensures the development and implementation of policies and procedures related to the privacy of patient health

information.

- Coordinates initial and subsequent information risk assessments to ensure patient health information is adequately protected.
- Leads information privacy training and awareness programs to educate the workforce.
- Works with security officer on a variety of policies and procedures.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and scientific, medical, legal, administrative, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses algebra involving variables and formulas, statistics applying such functions as frequency, distribution, reliability coefficients, validity, or cross tabulation.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; write manuals and complex reports.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a medical, fiscal, legal, managerial, or scientific nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate and continuous exposure to unusual pressure.
Decisions/Supervisory Control	Decision making almost entire focus of job, affecting most segments of the organization and general public; work in a highly dynamic environment, responsible to establish goals, objectives and policies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a master's degree in social work or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Licensure as a Clinical Social Worker or Professional Counselor, or a closely related license in the behavioral health field, is preferred.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.