

Compliance/Privacy Officer

Salary Range: DOQ

Open Period: Open until filled

Summary: Lower Sioux Indian Community is currently seeking a Compliance and Privacy Officer

Status: Exempt Full Time

Worksite: Morton, Minnesota / Remote option available

Reports to: Community Council

Duties: Establishes and implements an effective Compliance Program to prevent illegal, unethical, and improper conduct. Establishes an annual Compliance Plan. Recommend, develop and implement changes for related policies and procedures. Prepares educational materials and presentations for Privacy and Compliance for annual and focused training as needed. Responsible for monitoring and evaluating various programs and cross functional activities performed across similar areas and identifying and supporting effective and sustainable risk management processes across the organization. The Compliance/Privacy Officer acts as staff to the Community Council by monitoring and reporting results of the compliance efforts of the Community and providing guidance on matters relating to the daily operations of the Lower Sioux Health Care Center, and other Lower Sioux government administration departments. Works in tandem with the Security Officer to ensure compliance of applicable security-related rules and regulations. Complies with all Community and applicable state and federal rules and regulations. Investigates compliance and privacy complaints. Provides advice, guidance and insight to the Community Council and affected staff regarding new/emerging compliance issues. Responsible for intake of privacy and other compliance related matters. Ensure all individuals and entities providing service to or on behalf of the Community have not been excluded from participating in federally funded health care programs. Willingness to travel as required. The Compliance/Privacy Officer implements necessary actions to ensure achievement of the objectives for the Community. Other duties as assigned.

Qualifications: Bachelor's Degree preferred in business, public health or five (5) years equivalent experience. Minimum of five (5) years in healthcare organization. Certification in Health Care Compliance (CHC) and/or Certified in Healthcare Privacy Compliance (CHPC) preferred. Familiarity with operational, financial, quality assurance, healthcare laws, regulations and standards, human resources and regulations is a must. Experienced to accurately utilize a computer with proficiency in Microsoft Office. Knowledge in Electronic Medical Records. Working knowledge of data privacy laws and ability to identify and resolve security, reliability and efficiency problems. Project management and time management skills.

Special Qualifications: Must be sensitive to the needs of the Community, which includes their culture, traditions and background. Demonstrated skill in effectively communicating (verbal and written) results to a diverse audience; ability to work with all levels of management and staff with a focus on collaboration and relationship management.

Compensation: Salary commensurate with experience. The Community offers a competitive benefits package that includes medical, dental, vision, life insurance, and 401(k).

Work environment and physical demands: General Office – exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. General office work involves sitting most of the time but may involve walking or standing for brief periods of time.

Apply online at: <https://lowersioux.com/employment/employment-application/>

Work Type: Permanent, Full time