

Mental Hygiene Compliance Officer

JOB CODE: 2509
LOCATION: Mental Hygiene
CLASSIFICATION: Competitive
SALARY: M/C
ADOPTED: 10/10/23, Reso. 368-23

DISTINGUISHING FEATURES OF THE CLASS: This work involves the primary responsibility for the development, implementation, monitoring, and evaluating of the Tioga County Mental Hygiene Corporate Compliance Program. Awareness of and full participation and cooperation with the Department and County Corporate Compliance programs is an expected responsibility of the incumbent in this position. The incumbent will also be designated as the SPOA for community children ages 3-18. Supervision of others is not a requirement of this position. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only):

- Oversees and monitors the adoption, implementation, and maintenance of the Compliance Program in conjunction with the corporate compliance committee;
- Develops and implements Compliance Program policies and procedures and Standards of Conduct In conjunction with corporate committee;
- Reports quarterly to the Community Services Board, Director of Community Services, and Compliance Committee on the progress of implementation of the Compliance Program;
- Coordinates internal investigations and implements corrective action;
- May review and revise as changes occur to the following: Standards of Conduct, the Compliance Program, and policies and procedures;
- Coordinates annual and new hire corporate compliance training;
- Monitors internal audits for effectiveness of compliance standards and the Compliance Program;
- Maintains a reporting system and responds to concerns, complaints and questions related to the Compliance Program;
- Implements an initial screening process and obtains baseline information, provides an organized process to manage access to services and use a comprehensive assessment tool as the SPOA;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of regulatory issues and requirements with healthcare compliance; Good knowledge of Office of Mental Health regulations and program standards; Good knowledge of New York State Medicaid program requirements; ability to work effectively with others; ability to independently deal with clients in highly stressful situations with poise and compassion; ability to organize work; ability to interpret federal, state and local laws affecting the medical and health programs; ability to prepare reports; ability to communicate effectively; both orally and in writing; ability to exercise sound judgment in appraising situations and making sound decisions; discretion, tact and courtesy; sensitivity; empathy.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency AND Either:

- a) Possession of a Master's degree in Psychology or a related field and three (3) years of full-time experience (or its part-time equivalent) in healthcare; **OR**
- b) Possession of a Bachelor's degree in Psychology or a related field and five (5) years of full-time experience (or its part-time equivalent) in healthcare;

Note: Knowledge with regulatory issues, New York State Medicaid program requirements, and regulatory requirements of health care compliance preferred.