

JOB TITLE – Compliance and Equity Officer

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Chief Operating Officer

SALARY Commensurate with Experience

FULL TIME POSITION – REPLACEMENT

**POSITION DUTIES/RESPONSIBILITIES: (Compliance 60%)** Monitor and manage compliance with healthcare regulations, including HRSA health center requirements, HIPAA privacy rules and Federal Tort Claims Act (FTCA) policies. Consult with health center’s attorneys as needed to resolve difficult legal compliance issues. Maintain information and manage compliance with current employment law; monitor and manage compliance with EEOC, OSHA and other employment regulatory agencies. Develop annual compliance work plan to ensure ongoing compliance activities across the organization, including monitoring compliance of various departments (Finance, Pharmacy, Lab, etc.). Provide guidance for the Board of Directors and senior management on matters related to compliance and report results of organizational compliance and ethics efforts directly to the Board. Maintain and revise policies and procedures for the general operation of the organization to ensure legal, ethical or proper conduct and enforcing adherence to all requirements; advising management on needed actions. Manage online compliance reporting system and facilitate investigation and response to patient safety and other compliance issues. Administer health center’s risk management activities; manage and assist with civil rights and medical liability claims in coordination with health center’s attorneys. Participate on various committees including, but not limited to, Compliance and Performance Improvement (CPIC) and Quality and Safety Committee (QSC). Prepare compliance status reports for internal management and regulatory agencies as required. Assess future ventures to identify possible compliance and risk management issues.

**(Equity 40%)** Engage with employees at all levels of the organization to identify equity concerns and as co-creators of opportunities to improve organizational culture related to equity, such as a leadership development program. Facilitate internal equity committee meetings and support implementation of committee goals. Facilitate external equity task force meetings and manage collection of data necessary for task force discussions. As needed, participate in community racial equity initiatives and related meetings/events. Review HR practices to support equitable hiring and identify opportunities to implement equity initiatives. Facilitate aggregation of patient health outcomes data for equity analysis by clinical leadership. Assist senior management in analyzing equity-related data and preparing reports to Board of Directors. As needed, engage with patients to help resolve equity-related complaints. Assist in employee and patient survey process to ensure equity lens is included in survey design, participation, analysis and follow-up.

**REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT:** Bachelor Degree in Healthcare Administration, Business or other field related to position responsibilities

**REQUIRED EXPERIENCE OR SKILLS:** Management, communication and writing skills, research skills, statistical and information analysis, efficient organization, creativity, knowledge of healthcare regulations, employment law and risk management principles; extensive understanding of racial equity concepts and related initiatives; demonstrated experience working successfully with diverse constituencies representative of FHC’s patient and staff populations

Contact Matthew Polk at [mpolk@wacofhc.org](mailto:mpolk@wacofhc.org)