

Job Description

Job Title	Manager, Corporate Compliance
SOC	11-3021
Department	Business Operations
Reports To	Director, Human Resources
Supervisory Duties	No
Classification	Full-time, Exempt
Travel Required	10%
Revision Date	December 2020

Summary of Position

The Manager of Corporate Compliance serves as IPMG's Privacy Officer. This position manages communications received from BQIS, remediation responses, State of Indiana Regulatory compliance, HIPAA privacy and concerns, and creates and manages IPMG's CARF accreditation requirements, while upholding the Core Values and Mission of IPMG.

Essential Functions & Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Conduct regular reports and trend analysis of quality regarding IPMG performance targets, following established guidelines and procedures
- Develop a standardized reporting system and provide regular updates to Executive Team
- Serve as Privacy Officer for IPMG, consulting with the Director of Human Resources as appropriate on issues that are identified. Track issues, analyze trends and patterns, and provide input into necessary training and processes to ensure compliance with applicable standards
- Co-facilitate CARF re-certification under the Executive Team
- Collaborate with Senior Leadership on policy changes and maintenance of policy manuals, ensuring conformance to all required regulations
- Oversee IPMG's Corporate Compliance Plan
- Oversee IPMG's Risk Management Plan
- Assist Director of Human Resources and CEO with legal inquiries and IPMG's corporate insurance relationship as needed
- Act as liaison with outsourced IT Team
- Act as liaison on JIVE and Go To Connect account and act as secondary back-up on JIVE related issues as needed
- Act as back-up to Quickbase program as needed
- Other projects as assigned by Executive Team

Competencies

- Analytical and critical thinking skills
- Consolidation of data
- Strong written and verbal communication

- Attention to detail

Supervisory Responsibilities

This position has no direct reports.

Required Education & Experience

- Bachelor's degree in a related field
- Knowledge of waiver case management processes, standards, and regulations
- Knowledge of web-based information systems
- Strong technology skills
- Ability to successfully perform under minimal direct supervision

Preferred Qualifications & Experience

- Previous IPMG experience managing data and processes
- Direct or indirect experience in the field of case management
- Knowledge of and experience with HIPAA/HI-TECH standards
- Knowledge of IAC 460 regulations
- Experience with monitoring, reporting and/or advising on corporate compliance duties

Additional Eligibility Requirements

- Authorization to access the State of Indiana's operating systems
- Current and valid driver's license
- Current and valid car insurance
- Ability to pass a thorough background screen

Work Environment

This position functions in a traditional office setting, using standard office equipment such as a computer, phone and scanner

Physical Demands

Minimal lifting and reaching is required. This is primarily a sedentary position.

Position Type & Expected Hours of Work

This is a full-time position, with standard work hours of Monday-Friday, 8am-4:30pm or similar hours and additional hours as needed.

Travel

Occasional travel may be required.

EEO Statement

IPMG is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, political affiliations, arrest records or any other characteristic protected by federal, state or local laws.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date