

Job Title	Agency Compliance Manager
Employer/ Agency	Catholic Charities of the Archdiocese of Galveston-Houston
Job Description	<p>Join the Quality and Compliance team as the Agency Compliance Manager. The Agency Compliance Manager is a member of the Quality and Compliance team and is responsible for the agency-wide quality and compliance activities. This position works to promote quality services to clients and ensures employees follow the rules and regulations of various agency policies and procedures, funder requirements, accreditation standards, and codes of conduct. This position will have an emphasis on contract processes and review. This position works closely with Directors, Vice Presidents, Legal Counsel, and other departments to maintain agency compliance with federal, state, local, and private guidelines, HIPAA and Confidentiality procedures.</p> <ul style="list-style-type: none"> • You develop and implement program audit procedures to maintain the agency’s compliance with federal, state, local and private funders and with accreditation standards. Report audit results regularly collaborating for the status of reports, reviews, and investigations from various external authorities including but not limited to funding sources, accrediting organizations, and other external authorities. Reviews Incident Reports, requests clarifying information or follow-up from staff, categorizes incident and documents accordingly. Conducts focused reviews and investigations as assigned. • You evaluate ongoing program compliance activities through activities such as client surveys. Collect and analyze relevant compliance and risk management information and communicate with agency staff, funders, and other stakeholders. Participates in agency Risk Management related committees and work groups as assigned. Coordinates work group and committee initiatives, and directly facilitates selected committees as assigned. • You lead contract review processes, development and promotion of departmental resources including, but not limited to QC Help Desk tickets and Share Point. Collaborate for development of associated policies, procedures, protocols, and tools to support compliance and risk management activities. • You support specific programs as assigned. This position will primarily support housing funded type programs as well as family assistance. Ensure programs are gathering information and data to meeting program requirements, note compliance issues, and recommend best practices. • You evaluate compliance training needs. Develop and conduct staff training on various compliance topics, such as ethical practice, contract review, records management, HIPAA privacy and security, confidentiality, logic model development and implementation, standardized case management, and incident reporting. • You supervise Compliance Specialist related positions to ensure compliance coverage for assigned programs and provide guidance for program evaluation and compliance efforts. Ensure regular supervision

	<ul style="list-style-type: none"> and perform annual reviews with assigned staff. You perform other duties as assigned.
Qualifications	<ul style="list-style-type: none"> Bachelor's degree in social work or in a related field. Three (3) years of experience at a non-profit, social services agency, or HUD related agency One (1) year of experience in a leadership role Valid Texas Driver's License
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://tinyurl.com/3pbb5xa6
Opening Date	Immediately

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