

<b>Job Title</b>	PSA Compliance Specialist
<b>Employer/ Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Job Description</b>	<p>Join the Quality and Compliance team as a PSA Compliance Specialist. The PSA Compliance Specialist is responsible for the agency-wide quality and compliance activities. This position will primarily support Child Welfare type programs St. Michael's Home for Children and St. Jerome Emiliani Homes for Children. This position collaborates to promote quality services to clients and ensures employees follow the rules and regulations of various agency policies &amp; procedures, funder requirements, accreditation standards, and codes of conduct. This position will have an emphasis of reviewing the Incident Reporting process. This position works closely with Directors, Vice Presidents, General Counsel, and other departments to maintain agency compliance with federal, state, local, and private guidelines.</p> <ul style="list-style-type: none"> <li>▪ You maintain 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.</li> <li>▪ You participate in ongoing program compliance activities such as case files reviews, client surveys, and policy inventory. Gather data and information for Risk Management related committees and work groups as assigned. Coordinates work group and committee initiatives, and directly facilitates selected committees as assigned. Focus on data gathering for accreditation activities.</li> <li>▪ You coordinate ORR Compliance Management duties by efforts to implement and maintain agency compliance with regulatory requirements established by the Office of Refugee Resettlement and State mandated reporting requirements related to the prevention, detection, and response to incidents of sexual abuse, harassment, or exploitation of clients. Conduct activities such as training, audits, and internal reviews as directed. Be administrator for databases as needed.</li> <li>▪ You coordinate foster care compliance activities with program for licensure compliance of funder, and state licensing activities.</li> <li>▪ You perform other duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in social work or related field</li> <li>▪ One year of experience at a non-profit, social services agency, or child welfare related agency.</li> <li>▪ Bilingual in English and Spanish</li> <li>▪ Valid Texas Driver's License</li> </ul>

<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply Here: <a href="https://tinyurl.com/yftrdytn">https://tinyurl.com/yftrdytn</a>
<b>Opening Date</b>	Immediately

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