

Job Title	PSA Compliance Manager
Employer/ Agency	Catholic Charities of the Archdiocese of Galveston- Houston
Job Description	<p>Join the Quality and Compliance team as a PSA Compliance Manager. The PSA 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 primarily support Child Welfare type programs St. Michael’s Home for Children. This position will have an emphasis of Prevention of Sexual Abuse. This position works closely with Directors, Vice Presidents, Legal Counsel, and other departments to maintain agency compliance with federal, state, local, and private guidelines.</p> <p>Principal Duties</p> <ul style="list-style-type: none"> • 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. • 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. • Serve as the designated Catholic Charities Prevention of Sexual Abuse Compliance Manager. Coordinates and monitors agency 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. Ensuring that all employees, contractors, and volunteers receive appropriate training. Works collaboratively with Human Resources and Volunteer Services to ensure all the above receive mandatory background checks. Ensures that all Shelter facilities have policies and procedures in place and continuously assess for risk. Promptly responds to all requests by ORR and State authorities and is accountable for all relevant compliance issues at agency facilities. Conducts Targeted Case Record Reviews or internal reviews as directed. • 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. • Supervise Compliance Specialist related positions to ensure compliance coverage for assigned programs and provide guidance for program evaluation and compliance efforts. Ensure regular supervision and perform annual

	reviews with assigned staff. <ul style="list-style-type: none"> • Perform other duties as required by supervisor.
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in the behavioral sciences, human services or social services fields • Three (3) years of experience at a non-profit, social services agency, or child welfare related agency. • Fluent in English and Spanish
Salary/Hours	Starting salary \$65,000 *Position eligible for sign on bonus
Email Address	hr@catholiccharities.org
Application Method	https://catholiccharities.org/about-us/jobs/
Opening Date	Immediately

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