

HOSPITAL COUNCIL OF NORTHWEST OHIO

Job Description

September 2018

<u>Job Title</u>	Director of Compliance and Operations
<u>Department</u>	Hospital Council of Northwest Ohio
<u>Reports to</u>	Vice President and President/CEO
<u>Hours</u>	40 hours, 8a – 5p, with occasional evenings & weekends
<u>FLSA</u>	Exempt, salaried

Summary:

This position will direct the compliance and operations of the organization while focusing on the critical functions of information security, IT, HIPAA, compliance, disaster preparedness, and trauma registry. The position is designed to carry out these critical functions and support finance and operations as needed. The job duties are expected to evolve over time based on organizational needs and the competencies of the incumbent.

Position Qualifications:

- A bachelor's degree in a related field required. Master's degree preferred;
- Experience in a healthcare setting; and experience at a nonprofit organization highly preferred;
- Experience with IT, HIPAA, information security and privacy
- Experience managing compliance, contracts, finances and operations;
- Understanding of the role of information security, public health, grant reporting, community health assessment, and disaster preparedness;
- Demonstrated leadership and the ability to work well with individuals and groups;
- Demonstrated ability to communicate effectively orally and in writing;
- Demonstrated ability to organize and work independently;
- Excellent personal computer skills required;
- Self-starter, organized, independent worker, able to work as a member of a team in a complex environment with a variety of stakeholders;
- Valid driver's license and reliable transportation;
- Ability to travel to frequent meetings in OH and throughout the region.

Job Responsibilities:

- Serve on the HCNO Administrative Management Team.
- Serves as HCNO Information and Security Privacy Officer.
- Responsible for Information Security Policy manual revisions, annual trainings and documentation, quarterly meetings of the Confidentiality and Security Team, business associate and vendor agreement procurement, third party IT review and compliance, and tracking/documentation of the implementation of the HCNO policies.

- Serves as HCNO Grants Compliance Officer by ensuring that the overall activities and operations of HCNO are compliant with federal and state regulations. Works with the President/CEO, Vice President, and Controller to adhere to grantor reporting requirements and works with HR to maintain the employee manual and workplace policies necessary for regulatory compliance.
- Serves as the Quality Improvement Officer for the organization by designing, implementing and planning Quality Improvement initiatives.
- Serves as the Risk Management Officer.
- Serves as the IT Liaison with vendors.
- Serve as back up to the controller and assist in budget planning.
- Assist in achieving Disaster Preparedness Division deliverables and be part of incident command.
- Serve as contact for the Northwest Ohio Trauma Registry.
- Participates in HCNO organizational strategic planning efforts and budgeting processes.
- Work on special projects as needed.

Physical Demands/Work Environment:

Usual office environment with frequent sitting, walking, and standing, and occasional climbing, stooping, kneeling, crouching, crawling, and balancing. Frequent use of eye, hand, and finger coordination enabling the use of office machinery. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone. Ability to travel occasionally domestically.