



POSITION TITLE: Risk Management & Compliance Associate
PRIMARY SUPERVISOR: Sr. Director Compliance & Risk Management
DEPARTMENT: Administration
SUPERVISES: N/A
STATUS: Full-time
SALARY RANGE:

POSITION DESCRIPTION: This position will support the agency's formalization of policies, procedures and manuals. Will work with cross functional teams in creating and editing policies and practices to ensure that all business units are in compliance with state, federal, and local regulatory requirements. Will complete certain internal and external reports and staff credentialing.

REQUIREMENTS & QUALIFICATIONS:

1. A Bachelor's degree from an accredited college or university.
2. Detail oriented and excellent communication skills, including use of MS Word, Excel and Outlook.
3. Must possess a valid California Driver's License.
4. Statement of sound physical health from a licensed physician, including tuberculin skin test.
5. Fingerprint clearance from the Department of Justice, FBI and Child Abuse Index.
6. Must meet all requirements set by Community Care Licensing pertaining to the hiring of employees by a licensed community care facility.
7. Previous experience with industry standards and methods a plus.

DUTIES & RESPONSIBILITIES:

All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure that the core operating values and the strategic direction of the agency are adhered to.

1. Complete development, maintenance and revision of policies and procedures on an as needed and at least annual basis.
2. Meet with program directors and managers to acquire thorough knowledge of each program and/or department operations and procedures.
3. Assist in the technical writing of agency policies and procedures, including as needed routing and revising policies through existing protocol.
4. Revise existing manuals, as needed and maintain records of any policy changes
5. Complete writing of policies and manuals in line with standards for accreditation, agency contract needs, and ongoing continuous quality improvement.
6. Identify, track, and record new laws and regulations and work with the program areas to ensure changes are implemented to ensure agency compliance.
7. Assist in the development of program policies and procedures to ensure agency compliance with funding sources.
8. As needed, research best practices for policies, procedures and manuals.

9. Keep accurate drafts of policies in existing organizational method.
10. Ensure employees understand TVFS rules and regulations. Update and organize as needed online policies and procedures on the agency's intranet website
11. As needed, assist with other Administration Department and/or Compliance Office Duties.
12. Adhere to all legal parameters including HIPAA, County, State, and Federal laws.
13. Take meeting minutes, as needed
14. Credential staff as needed for contracts.
15. Assist in administering agency online learning portal, as needed.
16. Complete needed updates for the agency in online portals on an ongoing basis.

Other Qualifications

Flexibility to travel to other agency locations if/when needed.

Conduct all functions in accordance with The Village Family Services guidelines, policies, procedures and ethical standards

Attend staff meetings, agency wide meetings, trainings, and other meetings as assigned

Expert relationship building skills with all levels of team members from entry level workers to senior management.

Strict attention to detail.

Strong time management and organizational skills.

Strong research skills.

Bilingual in English and Spanish is a plus.

Arrange work schedule or required hours to the benefit of the Department with the approval of immediate supervisor.

Knowledge, Skills and Abilities

Time Management	Teamwork	Problem solving	Detail Oriented
Technical Skills	Interpersonal Skills	Excellent oral & written communication	Strong Organizational Skills
Business Acumen	Professional Demeanor	Strong Ethics & Judgment	Motivational skills
Skilled with MS Word, Excel, and Outlook	Excellent Attendance & Punctuality	Dependable	Takes initiative
Superior Composition and Editing Abilities	Effective with Diverse Audiences	Excellent Customer Service	Active Listener



The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line Risk Management Compliance Associate.