



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Compliance Officer

## Job Information

**Job Type:** Full-Time

**Pay Rate:** L

**Program:** Administration

**Location:** Muscogee County

**Posting Date:** 10/08/2018

**Application Deadline:** Open Until Filled

**Position Open to:** All qualified applicants

\*\*\*ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. \*\*\*

Submit Completed State of Georgia application to Recruiter:

**New Horizons Behavioral Health**  
1215 2<sup>nd</sup> Ave  
Columbus, Georgia 31901

**Fax:** (706) 317-5004

**Email:** [jobs@nhbh.org](mailto:jobs@nhbh.org)

**Website:** [www.nhbh.org](http://www.nhbh.org)

## Job Description

Working knowledge/familiarity with agency policies as well as DBHDD, HIPAA, and HFRD. Familiar with NHBH consent forms and practices. Participates in HR/Compliance Committee meetings as well as participating in upper level decisions and conversations to provide insight on P&P. Conduct orientation and ongoing training for new/existing staff on ethics, HIPAA and Corporate Compliance. Facilitates the completion of the Risk Work Plan and assessment. Functions as "devil advocate" to provide a perspective of element of potential risk during planning and development processes.

### Minimum Qualifications:

Applicant must have a Master's degree in a related field from an accredited college or university. Must possess excellent communication skills, both written and verbal. Must be able to work well and collaborate with all levels of employees with the agency.

### Preferred Qualifications:

Master's degree in a behavioral health field. Must possess excellent communication skills, both written and verbal. Must be able to work well and collaborate with all levels of employees with the agency.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

**NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.**

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**