

South Howell County Ambulance District Job Description	
Operational Area: Administration	Job Title: Compliance Officer
Reports to: CEO and BOD	Reports From: N/A
FLSA Status: Follows Assigned FLSA Status	
Prepared By: Charles Rader-COO	Reviewed By: Administration Approved by Board: 03/21/2023
Original Date: March 2023	Revised:

ADMINISTRATIVE/BUSINESS OPERATIONS SUPPORTIVE MISSION:

Administrative clinical operations purpose is to ensure that the Federal, State, local regulations/laws are in compliance; that policy & procedure writing and compliance of such (in accordance with the will/direction of the Board of Directors) are followed. It also provides the top-level operational command structure for all District staff and department heads. When functioning at a high moral and efficient level this department provides the needed financial, logistic, administrative support and talent management skills required to support all departments and the Districts primary mission of providing emergency services to the public.

Qualifications and/or Work Experience Required to Meet/Support Expected Performance:

- High School Diploma or equivalent.
- CACO Accreditation through NAAC

Summary Statement Stating the Function of This Position:

Under limited supervision, functions as compliance professional that reviews and evaluates compliance issues/concerns within the organization. This will be an assigned task as it is not a full-time position at this time.

Primary Job Responsibilities/Competencies:

1. Maintains responsibility for the regulatory review and execution departmental compliance requirements.
2. Assists Executive management in ensuring processes and staff are in compliance with applicable policies, procedures, rules, and regulations.
3. Provides guidance to the various operating units in the department.
4. Oversees the development and implementation of compliance procedures and systems.
5. Oversees the confidentiality of information required to be confidential.
6. Monitors policy and program adequacy and effectiveness.
7. Conducts investigations and recommends policy and/or procedure changes.
8. Develops and maintains a system for uniform handling of compliance results.
9. Identifies potential areas of compliance vulnerability and risk.
10. Works with appropriate personnel to develop and effective compliance training program
11. Creates and maintains templates for reports, guidelines for documentation, and training materials
12. Monitors the department's performance measures to ensure reporting compliance.
13. Stays up to date on state and federal regulations governing EMS systems and related healthcare systems.
14. Does internal audits of billing company
15. Works on contracts and reviews contracts with external agencies and insurance companies.

Note: The above is not the exhaustive list of responsibilities and competencies. Other duties may be assigned which may or may not be related to the primary responsibilities and competencies yet would be reasonable with the individual's skill set and behavior and which also are supporting the department or our overall mission. Others may/will be added insofar as such are not retaliatory or designed to be discriminatory or creates a hostile work environment.

Measurable Performance Grouping – related to any performance-based remuneration and/or pay increase which would be based on objective documentation of compliance with their job description, departmental operational guidelines, departmental/administrative directives and the District’s policy and procedure manual. Any Board approved performance-based remuneration/pay raise would be part of an overall District wide program to improve all district operations.

- *Below expectation performance:* the employee fails to meet a minimum level of measurable performance by displaying behavior/s less than conducive to a positive workplace; i.e. argumentative, overly and unjustifiably critical of others/system, has received warnings/write-ups etc. This employee will receive minimum, if any, performance type remuneration and/or pay raise.
- *Meets Expectations:* the employee meets the minimum level of measurable performance and is valuable as they are the type who show up for work, perform their duties and seldom cause any workplace issues. This employee would receive middle-of-the road performance remuneration and/or pay increase.
- *Superior Performance:* the employee exceeds in their work by complying with policies while actively taking on extra duties, which mentor and interact with their team in a positive uplifting way, who share with management methods to improve the workplace and/or system, who attend meetings etc. This employee may receive up to the maximum allowed remuneration and/or pay raise

SHIFTS, HOURS WEEKLY AND ESTIMATED OVERTIME:

Is an assigned task and will follow assigned personnel’s primary Job Description.

PHYSICAL REQUIREMENTS OF JOB TASKS:

Note: the “intermittent” – “Constantly” definitions cover all this section of physical requirements. You can reference the standing subsection, walking subsection etc. back to these definitions. All may be performed during initial or return fitness for duty testing, patient care situations or training sessions.

INTERMITTENT is on an "on and off again" basis.

RARELY = <1 % of the time

OCCASIONALLY = 1 - 33% of the time

FREQUENTLY = 34 - 66% of the time

CONSTANTLY = 67-100% of the time

Percentage of workday and/or intermittence is noted if appropriate.

N/A denotes "not applicable." Surface, body part involved, object used, weight, distance, and average/maximum times are noted below.

STANDING: Occasionally

WALKING: Occasionally

SITTING: Constantly

DRIVING: Intermittent

BALANCE: Intermittent

TWIST OR TURN: Frequently

BEND/STOOP: Frequently

CROUCH/SQUAT: Frequently

CRAWL/KNEEL: Frequently

PUSH/PULL: Frequently

CARRY: Frequently

USING HANDS, FINGERS, MAJOR JOINTS, REACHING, MOVEMENTS ETC:

SHOULDER TO OVERHEAD: Occasionally

WAIST TO SHOULDER: Frequently

KNEE TO WAIST: Frequently

FLOOR TO KNEE: Frequently

EXTENSION/FLEXION: Frequently

HANDLING/GRASPING: Frequently

SPEAK/HEAR REQUIREMENTS: So as to function in an office.

VISION REQUIREMENTS: So as to function in an office utilizing paper print, computer screens etc.

LIFTING and/or CARRYING:

1 -10 lbs.	Frequently
11 - 20 lbs.	Frequently
21 - 30 lbs.	Frequently
31 - 50 lbs.	Occasionally
51 - 75 lbs.	Rarely
76 - > 100 lbs.	Rarely

POSSIBLE JOB MODIFICATIONS:

- A. *South Howell County Ambulance District reserves the right to modify this job description insofar as such modification does not violate Federal or State law/regulations, is retaliatory in nature and/or creates a hostile work environment for a protected class.*
- B. *This job description may be altered to reasonably accommodate a qualified disabled individual insofar as such accommodations are not cost prohibitive and the individual can meet the required accountabilities, competencies, and physical requirements of the position.*
- C. *This job description in no way implies or is to be construed/interpreted to be an employment contract as the employee relationship is "at-will". Meaning, the employee or District can sever ties with or without advanced notification or reason.*

Compliance Officer Job Description Acknowledgement

Review and signature section:

Employees are given several opportunities to review and understand the skill set job description.

- 1. Via our website and referenced on the application
- 2. When onboarding with human resources
- 3. Final review with signatures below

Reviewed and explained South Howell’s job description and its relationship with guiding documents and workplace culture. Any clarifying questions were addressed to the employee and my satisfaction.

Print then sign name and date below:

Printed Employee Name: _____

Employee Signature: _____ Date: _____

Printed CEO: _____

Signature CEO: _____ Date: _____

Printed HR: _____

Signature HR: _____ Date: _____