

South Howell County Ambulance District Job Description	
Operational Area: Administrative	Job Title: Privacy 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 BOD: 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.
- CAPO Accreditation through NAAC
- Attention to detail is a must have qualification.
- Excellent communication skills.

Summary Statement Stating the Function of This Position:

A HIPAA Privacy Officer’s role in an organization is to make sure the private health information of patients and clients is protected in accordance with HIPAA. They are responsible for protecting patient privacy and confidentiality, which serves a dual purpose—upholding patient rights and helping to protect their employer from HIPAA violations. They serve as subject matter experts regarding HIPAA laws at both the federal and state level. Developing policies and procedures to protect sensitive information is a large part of a HIPAA Privacy Officer’s job duties, as well as implementing those procedures.

Primary Job Responsibilities/Competencies:

1. Respond to privacy complaints
2. Conducting investigations into HIPAA violations if needed
3. Keeping track of changing privacy laws and updates policies accordingly
4. Communicating privacy policy and expectations to employees
5. Collaborating with legal professionals
6. Overseeing the handling of sensitive health information and ensure compliance with HIPAA

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.*

HIPAA Privacy 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:
