



Position	Chief Compliance Officer	Department	N/A
Supervisor	CEO and Board of Directors	Location	Lafayette, LA

1. Position Summary:

The Corporate Compliance Officer oversees the Corporate Compliance Program, functioning as an independent, objective body that evaluates compliance issues/concerns within the organization. Acts as a channel of communication to receive and direct compliance issues to appropriate resources for investigation and resolution. The Corporate Compliance Officer is responsible for data collection, performance management, and performance assessment.

2. Minimum Qualifications:

A Bachelor's degree is required. A Master's is preferred. A minimum of 3 years' experience in compliance with regulatory and accreditation guidelines is required. Familiarity with operational, financial, quality assurance, and human resource regulations is also required.

Must be able to identify potential issues within a variety of compliance areas, and to remain objective and function independently from other agency departments. Must be detail-oriented and have experience with investigative and reporting procedures.

Ability to work with people of diverse lifestyles required. Prior experience working in an HIV service, HIV prevention, healthcare, mental health, or substance abuse rehabilitation program preferred.

3. Position Responsibilities:

40%	<p>Ensures the Board of Directors, management, and employees are in compliance with the rules and regulations of regulatory agencies (i.e. company policies and procedures are being followed, and that behavior in the organization meets the company's Standards of Conduct).</p> <ul style="list-style-type: none"> • Develops, initiates, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. • Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations.
10%	<p>Institutes and maintains an effective compliance communication program for the organization.</p> <ul style="list-style-type: none"> • Works with the Human Resources to develop an effective compliance training program, including introductory training for new employees as well as ongoing training for all employees and managers. • Presents reports to the Quality Assurance Committee, staff, CEO and Board of Directors at least annually.
50%	Performs such other duties as may be assigned.



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4. Conditions of Employment:

- Complete initial background check and drug screening.
- Participates in random drug screenings.
- Adhere to all related agency and regulatory requirements, including HIPPA.
- Adhere to AcadianaCares policies and procedures.
- Adhere to schedule and time management demands.
- Maintain objectivity in assessing situations and proposing solutions.
- Complete required agency, program, and software training.
- Maintain continuing education requirements.
- Attend staff meetings unless excused.

5. Approximate Work Time Distribution

Position is considered full-time with 40 hours of work per week.

Assignment of additional job duties shall depend upon prior work experience.

6. General Work Environment

Oversees the Corporate Compliance Program. Approximately 95% of work shall be completed in an office setting. Periods of standing, sitting, using computers, scanning documents, talking on the phone, interacting with related agency representatives, and interacting with potential clients is expected.

Ability to move about the AcadianaCares campus, with or without assistance, is required.

Minor travel may be required for this position. Up to 10% of work time may be spent travelling off campus or spent working before or after posted office hours and on weekends, including on-call assignments.