



**Date:** 8/7/19

**Position Title:** Corporate Compliance Associate

**Program:** Corporate Compliance

**Responsibilities:** Ensure that actions of individual employees and the agency are in accordance with and compliant to agency policies and procedures, industry laws, best practice modalities as established by professional associations, accrediting and licensing bodies and federal, state and local licensing boards, commissions and regulatory authorities. Specific responsibilities include, but are not limited to: reviewing, analyzing, evaluating and following-up on client charts for completeness; conducting staff training, preparing and reporting review outcomes verbally and in writing; acting as liaison with departments to ensure correction of deficiencies; and maintaining records.

**Requirements:** BS in a human services field or licensed RN and a minimum of two years of progressively responsible healthcare quality assurance, compliance, or audit experience. One year experience in the mental health field or treatment facility setting preferred. Familiarity with OMH, OASAS, HIPAA laws and regulations preferred. Must be computer literate (Word, Excel, Outlook.) Current driver's license required. Strong communication, interpersonal and analytical skills. Experience working with a diverse population preferred. Ability to travel to program locations and off-agency sites for meetings and reviews.

If interested in position please mail or fax resume by 8/21/19 to:

Mental Health Association of Rockland County, Inc.  
Attention: Human Resources  
140 Route 303  
Valley Cottage, New York 10989  
Fax #: 845-268-3461  
E-Mail: [careers@mhrockland.org](mailto:careers@mhrockland.org)  
Website: [mhrockland.org](http://mhrockland.org)

EOE

*Due to the high number of applicants, only successful candidates will be notified.*