

## **Position: Compliance Manager**

### **PT Exempt Position**

#### **SUMMARY OF RESPONSIBILITIES:**

Assure compliance with all agency, state, and federal regulatory requirements and standards. This is to include but is not limited to evaluating and analyzing filing systems, creating tracking systems and making recommendations on upcoming regulatory changes.

#### **MAJOR RESPONSIBILITIES:**

- Able to interpret policy and procedure to maintain proper file compliance
- Complete file audits on agency programs and departments
- Work in partnership with the team to create and maintain the file tracking system
- Participates in ongoing Quality Improvement projects
- Responsible for maintaining and enforcing policies and procedures as identified by the Office of Medicaid General
- Provide utilization reviews consistent with OMH Part 599 regulations to ensure that all Medicaid recipients are receiving appropriate services at an appropriate level of care

#### **EDUCATION AND EXPERIENCE**

- RN strongly preferred
- Experience with non-profit social services or mental health agencies or managed care administrator
- Dedication to high quality record keeping; ability to analyze and evaluate files and determine necessary steps of action
- Strong writing skills with the ability to proof read and edit
- Excellent communication and interpersonal skills
- Advanced knowledge in Excel, Word and willingness to learn other programs

Resumes to: Valerie Nowak, CEO  
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