



Center for Human Services

Building a stronger community...one family at a time.

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Job Announcement

COMPLIANCE COORDINATOR

Center for Human Services is excited to hire a new team member for our Admin team. We are a thriving community health agency that offers great work environment, including staff who are passionate about and dedicated to the community. CHS is a non-profit organization that has been serving the community for over 50 years! We offer our staff an EXCELLENT benefit package which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, as well as a generous leave package.

We are looking to hire a Compliance Coordinator. The Compliance Coordinator is responsible for the auditing of key performance indicators specific to accreditation, regulatory requirements, and clinical processes for both internal programs and identified external providers. Reports to the HR Manager. This is a full time, non-exempt position located in our 148th Shoreline office. Salary is \$25.00-\$25.72 per hour depending on experience.

Job Requirements:

- Bachelor's degree or previous experience in the behavioral health
- Ability to work independently, problem-solve and prioritize responsibilities
- Ability to communicate effectively, both orally and in writing, in both individual and group settings as well as presenting audit findings to managers/directors
- Ability to multi-task
- Collaborates with managers/directors to enhance the clinical quality of services, clinical integrity, and accreditation/external audit readiness
- Detail orientated, with strong organizational skills
- Proficient computer skills using basic programs such as MS Office.
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Sense of humor

To apply, send resume and cover letter to jobopportunities@chs-nw.org. Full job description can be found below:

Job Description

COMPLIANCE COORDINATOR

GENERAL DESCRIPTION –

The Records Coordinator is responsible for the auditing of key performance indicators specific to accreditation, regulatory requirements, and clinical processes for both internal programs and identified external providers. The position is also responsible for processing and tracking all records requests.

MAJOR RESPONSIBILITIES - Specific to this position

- Audits clinical records using audit checklist. Includes a 30-day review on all new case records, an ongoing review of one active record per clinician every quarter, and every discharged record
- Monitors adherence to accuracy and timeliness to meet accreditation standards and regulatory requirements
- Reports findings from all audits to managers/directors per department on a monthly basis.



Behavioral Health & Family Support
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- Collaborates with managers/directors to enhance the clinical quality of services, clinical integrity, and accreditation/external audit readiness
- Presents findings and trends from audits to CQI Team at least quarterly and recommends quality improvement activities
- Participate as a member of our Quality Improvement Team
- Provides coaching, feedback, and staff training regarding, as needed, to clinical managers and staff related to identified documentation trends
- Serves as lead for all audit-related activities (including compliance audits, contract monitoring, and CARF reviews) from outside organizations such as reviews from the state, counties, cities, MCOs, and other compliance audits or contract monitoring
- Receives and responds to all records requests in a prompt and precise manner. This includes reviewing requests to assure they meet legal standards, choosing which records are to be released, redacting if necessary, negotiating method of release with requestor, etc.
- Tracks each step of the records response activities
- Complies with all Federal and applicable State laws and New Directions Behavioral Health Policies regarding, privacy, confidentiality, and security of health information, and other designated information
- Complete other tasks as assigned

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining an equitable and inclusive workplace that values diversity and treats everyone with dignity and respect
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Maintain a positive attitude and represent the agency with pride
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned

MINIMUM REQUIREMENTS

- Ability to communicate effectively, both orally and in writing, in both individual and group settings
- Skilled in the use of computers and related software applications, including intermediate level skills in Excel, Word, PowerPoint, and MS Teams
- Comfortable navigating electronic health records and experience with databases
- Bachelor's degree in behavioral health or related field preferred
- Analytical, problem-solving, and decision-making skills
- Excellent organization skills
- Attention to detail
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services and trainings
- Ability to work cooperatively as part of a team
- Sense of humor

CHS is an Equal Opportunity Employer
The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Model diversity, equity, & inclusion; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.