

SOUTHWESTERN PA HUMAN SERVICES, INC.

JOB VACANCY NOTICE

Become a leader...Become an innovator...Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS! SPHS continues to be a leader in the human services field for over 50 years and counting, providing a wide variety of services throughout Butler, Fayette, Greene, Washington and Westmoreland counties.

POSITION: Compliance Specialist (Full-Time)

PAY GRADE: 12

WAGE: \$31,805 (as a minimum)

ESSENTIAL FUNCTIONS:

- Responsible for timely researching , reporting, developing, implementing and monitoring of compliance strategies and other activities in support of the compliance program.
- Performs assigned compliance assessments and identifies reportable issues and dimensions of risk.
- Conducts related ongoing compliance monitoring activities.
- Assists in developing, producing and conducting compliance trainings.
- Assists in researching, developing and implementing policies and procedures.
- Assists in compliance investigations when needed.
- Maintains a database and other reference materials related to legislative and regulatory issues and compliance.
- Determines program compliance with policies and procedures.
- Prepares and edits correspondence, reports, presentations and compliance assessments.
- Conducts successful task and/or assignment completion within established procedures and protocols.
- Maintains electronic and hard copy filing system in an accurate, logical and timely manner.
- Coordinates meetings, conference calls and trainings as needed or requested.
- Provides administrative and office support including mailing, scanning, faxing and copying for management.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university; or Certificate of Completion from an accredited paralegal program; or an equivalent combination of skills, experience and education may be considered, at the discretion of the Agency.
- Demonstrated knowledge of legal research techniques.
- Experience in writing policies and procedures.
- Knowledge and experience with local, state and federal law; state and federal regulations; Federal Sentencing Guidelines; the legal process; and confidentiality laws and regulations.
- Strong analytical, written/verbal communication, interpersonal, and relationship building skills.
- Systems knowledge and familiarity.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Public Welfare and FBI Fingerprint Clearance.
- Ability to adapt to change quickly and multi-task.
- Ability to transport oneself as program needs dictate.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, email naffinito@sphs.org or kjohnson@sphs.org ATTENTION: POSTING # 1950-NO LATER THAN FEBRUARY 28, 2019.

EQUAL OPPORTUNITY EMPLOYER