



Sonoma County Indian Health Project, Inc.

144 Stony Point Road • Santa Rosa, CA 95401 • Telephone (707) 521-4545 • Fax (707) 526-1016

Job Announcement

Position:	Corporate Compliance and Privacy Officer
	Full-Time with Benefits
Hours:	Monday – Friday, 8:00 AM to 5:00 PM
Worksite:	Santa Rosa
Department:	Office of CEO
FLSA Status:	Exempt
Reports to:	Chief Executive Officer
Salary Range:	\$69,700 to \$104,600 per annum
Application Closing Date:	Open Until Filled

Job Purpose: Under the general supervision of the Chief Executive Officer (CEO), the Corporate Compliance and Privacy Officer is responsible for the planning, development, implementation and monitoring of an effective compliance and privacy program for Sonoma County Indian Health Project, Inc. (SCIHP). The Corporate Compliance and Privacy Officer will function as an objective body that reviews and evaluates compliance issues/concerns within SCIHP. The Corporate Compliance and Privacy Officer ensures the CEO, SCIHP Board of Directors, Department Directors and employees are in compliance with the rules and regulations of regulatory agencies and that SCIHP policies and procedures are being followed. The Compliance and Privacy Officer will promote awareness and understanding of ethical and moral principles consistent with the mission, vision and values of SCIHP. This person will serve as a contact to receive and direct compliance issues to appropriate resources for investigation and resolution. When necessary, the Corporate Compliance and Privacy Officer will serve and as a final internal resource that concerned parties may utilize after other options and resources have been exhausted.

Qualifications:

- Bachelor's Degree with (2) years' experience in a Health-related field or other related field.
- Minimum (5) five years' experience in Compliance Officer role or Health-related field or combination of relevant education and experience may be substituted on a year for year basis
- Prefer a Certified in Healthcare Compliance (CHC) Certification; or must obtain within 16 months of hire
- Experience with Native American health centers, community health centers or non-profit organizations is also preferred.
- Familiarity with operational, financial, quality assurance, compliance, human resources procedures and regulations a must.
- Must maintain a valid, unrestricted California Driver's license and ability to be insurable under SCIHP's automobile insurance in order to utilize GSA vehicles
- Must pass a pre-employment drug screen, physical and background investigation.

Special Qualifications: Must be sensitive to the needs of the Native American Community, which includes culture, traditions, and background.

Apply to: Sonoma County Indian Health Project, Inc.
Attn: Human Resources Manager
144 Stony Point Road, Room 2209, Santa Rosa, CA 95401
Fax (707) 526-1016 or Email Resume and SCIHP Application to: employment@scihp.org
Employment Application available online at: www.scihp.org/human-resources
When applying for Indian Preference, attach valid proof of eligibility

Preference in filling vacancies will be given to qualified Indian applicants in accordance with Federal Law, including the Indian Preference Act (Public Law Title 25, U.S. Code, Sections 472 and 473). Subject to the foregoing, Sonoma County Indian Health Project, Inc. is an equal opportunity employer. All application forms are subject to the provisions of the Privacy Act (Public Law 93-579, Section 78) and become the property of Sonoma County Indian Health Project, Inc.

Reasonable Accommodation: Sonoma County Indian Health Project, Inc. will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of selections procedures by calling (707) 521-4654.