



235 N. Toussaint South Rd, Oak Harbor, OH 43449

Phone: 1-866-755-4440

Fax: (419) 898-3004

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Department: Business

Position Title: Compliance Specialist

Date Submitted: 1/24/18

Summary of Duties: Responsible for the overall quality and compliance of OCBDD programs and services

Qualifications:

Bachelor's Degree in Social Work, Business or related field. Experience in the field of Developmental Disabilities is highly preferred. Must obtain and maintain certification as mandated by Ohio Law, and Rules of the Ohio Department of Developmental Disabilities. Must obtain and maintain any other licenses or certifications as mandated by the Board (CPR, First Aid, etc.)

Schedule: Flexible Schedule, typically 8 am-4 pm Monday-Friday, may be required to work evenings and weekends

Compensation Range: Contract Employee-- Negotiable

Contact Phone: (567) 262-3114

Contact Fax: (419) 898-3004

Contact Email: [kstrong-todd@ocbdd.org](mailto:kstrong-todd@ocbdd.org)

Application Deadline: 2/9/2018

Apply to:

Kim Strong-Todd, Director of Business and Operations  
Ottawa County Board of Developmental Disabilities  
235 N. Toussaint South Rd.  
Oak Harbor, Ohio 43452

OTTAWA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Job Description

Job Title: Compliance Specialist  
Department: Business  
Reports To: Director of Business and Operations  
FLSA Status: Exempt

Summary: Overall quality and compliance of OCBDD Programs.

Essential Board Duties and Responsibilities include the following:

- Designs, redesigns and evaluates County Board Quality Assurance and Quality Improvement issues.
- Takes the lead position for the County Board with the DODD Accreditation Process.
- Works with the Clearwater Council of Governments, to create reports of Service Excellence Summaries.
- Assists County Board in the provision of compliance with local, state and federal rules and regulations.
- Assists the HIPAA Security and Privacy Officers, to ensure compliance with HIPPA standards.
- Develops system and conduct random file reviews on SSA and EI files, to ensure compliance.
- Stays current of latest trends, system changes, rules, statues and regulations impacting County Boards.
- Reviews program services and supports to include annual accreditation self-reviews on pertinent sections of DODD's Accreditation Tool.
- Recommends improvement for County Board operation.
- Provides at least quarterly reports of findings, conclusions and recommendations.
- Monitors documentation and provide consultations on improving billing.
- Provides in-services and trainings to staff.
- Conducts monthly Fire Drills.
- Conducts Tornado Drills in the months of April, May, June and July.
- Ensures testing of the Emergency Exit lights are conducted monthly.
- Works with the Director of Business and Operations, as well as county, state and local officials to ensure any deficits regarding building operations are corrected,
- Assists Leadership Team to keep policies and procedures in compliance.
- Attends trainings as needed and assigned including trauma informed care series.
- Attends Waiver Contact/SSA Director meetings; Regional SSA Director Meetings; Human Rights Committee meetings.
- Required to travel to alternate work sites.
- Adheres to policies and standards adopted by the Ottawa County Board of DD.
- Maintains professional ethics in keeping with the confidentiality of information and material accessed.
- Communicates Board philosophies and activities in a positive manner.
- Performs other duties as assigned.

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of OCBDD regulations, policy, procedures and practices, policy and procedure development methods; ability to develop and maintain effective working relationships with supervisor, staff, families, people served and the general public. Knowledge of supervisory practices. Ability to maintain a friendly working atmosphere and exercise sound judgment.

Education and/or Experience: Bachelor's Degree Social Work, Business or related field. Experience in the field of Developmental Disabilities is preferred.

Language Skills: Communicate positivity and effectively in oral and written form.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from citizens or regulatory agencies. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software. Must be able to be trained and use DODD's Data Warehouse, gatekeeper survey and report modules.

Certificates, Licenses, Registrations: Valid/current Ohio Driver's license. Must maintain DODD SSA certification. Must maintain CPR and First Aid Certification. Must maintain provider compliance reviewer certification. Must remain insurable under blanket insurance policy.

Other Skills and Abilities: Must be able to multi task; must be personable; must be familiar with DD rules and regulations regarding the providing of services. Must join pertinent DODD list serves.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May be required to travel in (maneuver through) inclement weather conditions either by walking or driving. Required to visit other locations to conduct board business.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms; talk and hear. The employee is frequently required climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable diseases, potentially infectious materials and /or aggressive or other maladaptive behavior.

May be exposed to bodily functions and wastes; must utilize professionally acceptable control and restraint techniques as trained. Exposure to and contact with chemical compounds.

The noise level in the work environment is usually quiet.

Employee:

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

\_\_\_\_\_ Dated: \_\_\_\_\_  
Signature

Supervisor/Department Head:

\_\_\_\_\_ Dated: \_\_\_\_\_  
Signature