

FAMILY SERVICES POSITION DESCRIPTION

Position Title: Privacy Officer

Employee:

Reports To: Director of CQI and Compliance

Summary:

Family Services' positions require employees to maintain certain skills and characteristics to perform job tasks successfully. These characteristics include the flexibility to work independently and in a team environment, as well as willingness to do whatever it takes to get the job done while maintaining the highest level of professional integrity. This means maintaining confidentiality and following workplace policies and procedures, supervisory directives, and even changing work assignments if deemed necessary by management. Effective time management skills are essential to performing multi-task functions in an efficient manner. The ability to communicate effectively both in oral and written form is vital. This facilitates collaboration with clients and a range of other stakeholders. Effective written communication skills also result in meeting the documentation requirements of various funding sources. Additionally, Family Services stresses ongoing learning and professional development as well as openness to supervisory feedback.

This position requires the ability to respond to various differences among the agency's clientele and staff, including but not limited to economic, ethnic, religious, sex, age, and disability status. Workers should be sensitive to any and all differences. Employee must possess a capacity for appropriate assertiveness skills, the ability to assess and respond to verbal and nonverbal cues, as well as good relationship skills which allow for dealing with staff/clients under stress.

Position requires a commitment to Family Services' mission to strengthen families as the ideal nurturing environment for people, empowering individual members to grow. Employee acts in accordance with the Social Work Code of Ethics. Position requires the ability to complete independent decisions and judgments regarding client needs and agency services such that proper direction is taken according to agency policy and both the client and agency benefit from decision making.

This is a responsible administrative position involving all aspects of the agency's CQI and compliance functions. The employee in this class performs duties that include reviewing, analyzing and implementing CQI and compliance procedures and reporting. Computer experience is required. Knowledge of HIPAA laws and the agency's administrative functions is required. This position is responsible for attending to the

administrative tasks of Family Services. Position requires the ability to assess and respond to the needs of the agency. Written and verbal skills are necessary for the creation and implementation of administrative proposals, reports and presentations.

Examples of Tasks Performed and Work Assigned:

1. Implements HIPAA processes agency wide and serves as the agency's Privacy Officer.
2. Monitors/tracks Business Associate Agreements/Linkage Agreements/etc.; obtains new BAA's from sources as necessary.
3. Participates in the Western Region Compliance workgroup
4. Completes HIPAA audits in all counties and carries out compliance measures related to confidentiality.
5. Conducts Administrative Case Reviews
6. Responds to Release of Records requests through coordinated efforts with agency staff
7. Attends audits/licensure exit interviews, if necessary. Performs program self-audits as needed and assists in any corrective action plans.
8. Reviews agency grievances and carries out the grievance response process.
9. Assists with ongoing COA and MOA activities and accrediting process.
10. Assists in the development of departmental trainings in Relias
11. Assists in the review of agency quality and compliance related reporting
12. Serves as back up to New Employee Orientation
13. Interacts with primary, external and internal customers of the agency in such a manner that the customer experiences increasing quality; participates as a member of a Quality Team.
14. Performs other duties as assigned.

Required Education/Experience:

A Bachelor degree and training in the areas of Quality Improvement, HIPAA and compliance; advanced computer experience.

Employee Signature

Supervisor Signature

Date

Date

Date: September 2018