

SOUTHWESTERN PA HUMAN SERVICES, INC.

JOB VACANCY NOTICE

POSITION: Compliance Analyst (Full-time)  
Charleroi, PA

PAY GRADE: 14

WAGE: \$38,000 (as a minimum)

ESSENTIAL FUNCTIONS:

- Responsible for completion of assigned compliance assessments.
- Responsible for the timely 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 compliance investigations when needed.
- Assists in developing, producing and conducting compliance trainings.
- Assists in developing and implementing policies and procedures.
- Maintains a database and other reference materials related to legislative and regulatory issues and compliance.
- Determines program compliance with policies and procedures.
- Drafts comprehensive and complete reports of compliance assessments.
- 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. Master's degree preferred.
- A minimum of 3 years' experience in human services.
- Experience in writing policies and procedures.
- Knowledge and experience with state and federal regulations, Federal Sentencing Guidelines and confidentiality laws and regulations.
- Strong analytical, written/verbal communication, interpersonal, and relationship building skills.
- Systems knowledge and familiarity.
- Ability to adapt to change quickly and multi-task.
- Ability to sit for long periods of time during the work day;
- Demonstrated ability to operate a keyboard with a high degree of accuracy;
- Ability to identify inconsistencies in information and format and communicate findings to the appropriate supervisor or executive.
- 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 transport oneself as program needs dictate.
- Ability to work independently and as a team;
- Ability to understand and carry out specific instructions and assigned duties as needed;
- Ability to readily shift priorities;
- Ability to receive performance feedback and instructions calmly, without reacting negatively or emotionally.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., **OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607**, ATTENTION: **POSTING# 17155-EQUAL OPPORTUNITY EMPLOYER**