



Director, Compliance

Mission of our Organization

NPA's mission is to provide leadership and support for the growth, innovation, quality and success of the Programs of All-Inclusive Care for the Elderly (PACE) model of care.

What We Seek

NPA seeks someone with a strong interest in and understanding of healthcare compliance to join our mission-driven organization. The Director, Compliance will have the primary responsibility for developing and leading activities to ensure NPA members' compliance with relevant laws, regulations, and standards applicable to PACE. This position requires a high level of expertise in interpreting audit and compliance requirements applicable to PACE organizations, combined with an understanding of PACE operations. This includes serving as a subject matter expert with a thorough understanding of regulatory requirements with which PACE organizations must comply and state and federal policies and protocols for assessing compliance; effective education of PACE staff; and the development of procedures and systems to achieve high levels of compliance, all of which are critical to the success of PACE.

Sample Responsibilities

- » Interpret audit and compliance requirements applicable to PACE organizations and gain a thorough understanding of PACE program operations.
- » Develop and provide NPA members with resources and best practices to strengthen their compliance programs. Such resources would include self-audit tools, peer-to-peer education and sharing, model policies and procedures, etc.
- » Serve as NPA's leading expert and resource to PACE organizations and CMS regarding compliance related issues.
- » Lead NPA's strategic efforts to respond to compliance related materials (e.g., PACE audit protocol materials) issued by federal regulatory agencies.
- » Support PACE organizations' efforts in preparing for and undergoing CMS program audits through the development and ongoing revision of audit resources and educational programs to advance PACE compliance and audit readiness activities.
- » Serve as a subject matter expert and resource on compliance related matters to NPA committees and subcommittees, e-communities, and related contact lists.
- » Understand the evolving health care regulatory and policy environment and identify and assess the impacts to PACE organizations.
- » Serve as NPA's subject matter expert and liaison to external audiences on matters relating to compliance.

- » Notify NPA members of compliance issues and related association activities, resources, and opportunities for assistance utilizing NPA communication forums, newsletters, and distribution lists.
- » Provide leadership in identifying trends and emerging PACE compliance issues.
- » Collaborate with NPA policy and data teams and NPA legal counsel on related matters.

HIPAA

This position is not authorized to access, utilize or view protected health information (PHI).

Knowledge, Skills and Abilities

- » Knowledge of the laws, standards, and regulations that apply to PACE, Medicare, Medicaid, managed care, and long-term care.
- » Experience interacting with regulatory authorities.
- » Excellent written, verbal, and analytical skills.
- » Ability to work professionally with sensitive, proprietary data and information, while maintaining confidentiality.
- » Strong interpersonal skills and ability to work in a team-focused environment.
- » Demonstrated ability to work in an association membership organization is desirable.
- » Must be able to manage multiple tasks/projects simultaneously. Ability to adapt to frequent priority changes.
- » Certification in healthcare compliance preferred.

Education

Bachelor's degree required; advanced degree in health care administration, healthcare policy, clinical discipline, or related field strongly preferred.

Experience

- » A minimum of 5 years of relevant experience, e.g., development, implementation, and oversight of a compliance program in or for a healthcare setting.
- » A minimum of 5 years' experience working with federal government agencies and policy makers.
- » Knowledge of federal and state laws and industry requirements affecting PACE strongly preferred.

Working Conditions

Flexible, fully remote work arrangement, including telework, offered. Small, fast paced team environment with moderate noise levels. Normal sitting and standing activities for an office environment. Use of phones and computers for extended periods of time. Utilize office equipment and communication technologies for conference calls and teleconference meetings/webinars.

Compensation and Benefits

- » Full-time, exempt salary with competitive salary based on experience and qualifications
- » Excellent benefits package; NPA pays 100% of the employee's premium for Medical, Dental, Vision, Short-Term and Long-Term Disability coverage, AD&D coverage, and Long-Term Care coverage
- » Retirement savings plan
- » Generous paid time off program

To Apply

Please submit a cover letter with your resume to hireing@npaonline.org with **"Director, Compliance"** in the subject line. Due to the large volume of resumes expected to be received, only those candidates selected for an interview will be contacted.

If you need assistance or accommodations submitting your application materials, please contact us at hireing@npaonline.org.

NPA is an Equal Opportunity Employer

NPA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We strongly encourage applicants from underrepresented groups to apply.