



**Office of Administrative Services
Human Resources Department**

207 Fourth Ave. North, Room 306
Kelso, WA 98626
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FAX (360) 577-3028
www.co.cowlitz.wa.us

Board of County Commissioners

Michael Karnofski District 1
George Raiter District 2
James Misner District 3

Human Resources Department
Jim Zdilar, Director

February 17, 2012

Job Announcement

Senior Planner

For Compliance Management

Human Services Department

This position functions as the compliance manager in a health care environment overseeing the planning, proposal, development, and implementation of ethics and compliance policy and programs. Analyzes programs to ensure that high quality services are offered and provided to eligible individuals while complying with regulatory and contractual obligations. Provides technical assistance to other HDS/RSN staff and sub-contractors, oversees reviews, participates in resource management, and serves on the management team. Participates in a team effort to promote, enhance and maintain relations with the community and service providers.

Minimum Qualifications:

1. Bachelor's degree in any social work, social services, public administration, or related field.
2. Five (5) years of experience in a behavioral health, healthcare or related public or private operations. Experience must include quality assurance management; risk management; policy/program development, implementation and compliance; and personnel leadership or supervisory responsibilities. Experience promoting compliance, facilitating working relations among agencies, local entities and contracted providers, and processing and resolving consumer complaints. Experience with quality improvement projects. Experience with the administrative rules and standards to prevent and deal with fraud and abuse as it relates to healthcare; including experience interpreting, adapting and implementing contracts requirements, laws and regulations.
3. Proficient in computer use and working knowledge of client databases and other commonly used programs in healthcare.
4. Possess and maintain a valid driver's license.

Starting Monthly Salary: \$ 4,618

Benefits Package currently includes: Medical, dental, orthodontia, life, long term disability, vision and prescription insurance. HRA in lieu of medical option for eligible employees. Paid holidays; vacation and sick leave; employee assistance program; and retirement program through the State of Washington Department of Retirement Systems. Voluntary benefits include: life and accident insurance; flexible spending accounts; and deferred compensation program.

Application Information:

The employment application, the job announcement, the job description can be obtained by visiting the Human Resources Department at 207 Fourth Ave. Room # 306, North, Kelso, WA; by calling (360) 577-3065 or TDD (Hearing Impaired Line) (360) 577-3061; by faxing your request to (360) 577-3028; or by accessing the County's website under Employment Opportunities: www.co.cowlitz.wa.us.

Applicants must submit an Employment Application and a resume to the Human Resources Department.

Applicants may submit applications in person, via mail or fax.

This position will remain open until it is filled.

The first review of applications is expected to take place during the week of March 5, 2012.

Cowlitz County is an Equal Opportunity Employer.