

**Director of Compliance and Risk Management**

**FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD**

**The Merrifield Center ~a premier collocated and integrated primary and behavioral health care center.**



## **ABOUT FAIRFAX COUNTY**

Formed before the Revolutionary War, Fairfax County was home to many of America's earliest statesmen, including George Washington of Mount Vernon, and George Mason of Gunston Hall. The county's rich history encompasses the entire existence of the nation. Today, Fairfax County is one of the premier centers of commerce and technology in the United States. Located just west of the nation's capital, Fairfax County is the most populous jurisdiction in the Commonwealth of Virginia, with 13.7% of Virginia's population. It is a great place to live, work, play and do business.

Governed by a 10-member Board of Supervisors, Fairfax County Government consistently achieves high praise for fiscal stability, quality service and technological sophistication. The total fiscal year 2014 General Fund Revenue was \$3.56 billion. Fairfax County continues to maintain an exceptional AAA/AAA/Aaa bond rating. Only eight states, 37 counties (including Fairfax), and 37 cities hold this highly coveted "Triple A" rating from the three leading rating agencies - Moody's Investor Service, Standard and Poor's, and Fitch Investor Service.

Fairfax County has been nationally recognized as a leader in government performance measurement, garnering the International City and County Management Association's Center for Performance Measurement Certificate of Excellence every year since 2009. The County has an excellent school system and is a national leader in K-12 public education. The public school system is one of the highest-rated school systems in America. Fairfax County is also a leader in higher education, where five major colleges and universities, including the main campus of George Mason University are located. Northern Virginia Community College - the largest community college in the Commonwealth of Virginia - has two campuses in Fairfax County. [For more information about Fairfax County Government, visit http://www.fairfaxcounty.gov/.](http://www.fairfaxcounty.gov/)

## **ABOUT THE FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD**

The Fairfax-Falls Church Community Services Board (CSB) was established in 1969 by the joint action of Fairfax County, the City of Fairfax, and the City of Falls Church. This action was taken in accordance with the State Code, which requires every jurisdiction in the Commonwealth of Virginia to establish a CSB or join with neighboring jurisdictions. The CSB serves an area of nearly 410 square miles, with a population of over 1.1 million, and is the largest of the 40 Community Services Boards in the Commonwealth. Fairfax-Falls Church CSB operates as part of Fairfax County's Human Services system that is designed to protect and promote the health and welfare of county residents through a decentralized program.

The CSB provides services to children, youth, adults and families, through community-based programs for individuals who experience mental illness, substance use disorders and intellectual and developmental disabilities. The CSB also provides early intervention services for infants and toddlers who have developmental delays.

A 16-member administrative policy board oversees the establishment and operation of these local services. CSB Board members are volunteers appointed by county district supervisors or by the chair of the Fairfax County Board of Supervisors. One member is appointed by the Fairfax County Sheriff. Board members may serve up to three terms consecutively, and each term lasts three years.

The Fairfax-Falls Church Community Services Board is an integral part of a networked human services system that includes a central administrative agency. The agency is licensed by the Virginia Department of Behavioral Health Services and is the largest local government behavioral health organization in Virginia. Total annual agency funding exceeds \$160 million, with additional funding obtained through reimbursed state/federal sources, third party insurance, and consumer fees for service.

### **MISSION STATEMENT**

To provide and coordinate a system of community-based supports for individuals and families of Fairfax County and the cities of Fairfax and Falls Church who are affected by developmental delay, intellectual disability, serious emotional disturbance (youth), mental illness and/or substance use disorders.

### **VALUES**

- **Respect for the people we serve**  
Individual dignity and human rights protection are at the center of the CSB service philosophy. Each individual is involved in developing service plans which address his/her needs and preferences. Feedback from service recipients is encouraged to assess program strengths and areas for improvement.
- **Quality in the services we provide**  
The CSB offers a comprehensive menu of preventative and responsive services that meet the needs of individuals who live in the Fairfax County community. Services are provided by qualified professionals using methods proven to achieve positive, measurable outcomes.
- **Accountability in all we do**  
The CSB recognizes its responsibility to the Fairfax County community by striving to provide services to people with limited resources or complex needs in an effective and efficient manner. Policies and procedures are communicated and accessible to all individuals and organizations with whom we work and process improvement is anchored in continuous data review.

### **SERVICE AREAS**

The agency provides services which assist, improve and maximize the potential of individuals affected by these conditions and strengthen their capacity for living self-determined, productive and valued lives within our community. The agency mission is pursued through a continuum of services within two functional service divisions: treatment and community living.

**Treatment:** Services include entry and screening, crisis stabilization, detoxification as well as services to people who are incarcerated or court-involved. Also included in our treatment services are outpatient and day treatment as well as intensive treatment in residential settings and in the community.

**Community Living:** Services include daytime supported employment, group homes, support coordination, wellness and health promotion, and outreach.

Although many services are offered directly in the community, the Fairfax-Falls Church CSB manages and operates many residential and treatment facilities throughout the county. Of special note is the recent opening in January 2015 of the new 120,000 square foot mental health center.

With other county Human Service agency partnership, it offers a full array of primary and behavioral health services in a collocated and integrated service facility.

## **THE POSITION**

The Fairfax-Falls Church Community Services Board is seeking an experienced, results-oriented Director of the Office of Compliance and Risk Management to be responsible for the CSB's system-wide design, development and implementation of a health care compliance program that informs and impacts all clinical and administrative services. The position requires the ability to manage a compliance program that meets the Federal, State, and local statutes and regulations that are continually evolving and changing in the behavioral health care and intellectual disability field.

Under the Direction of the Deputy Director of Administrative Operations, the Director of Compliance and Risk Management will:

- Oversee, plan, and direct the overall operation of the CSB's Compliance and Risk Management Program.
- Manage facilitation and implementation of the CSB's compliance program in cooperation with various stakeholders.
- Assist the Deputy Director of Administrative Operations with development of policies, regulations procedures, processes and best practices in support of compliance and risk management and related CSB activities to prevent illegal, unethical, or improper conduct.
- Chair the CSB's Executive Staff Compliance Committee;
- Have direct access to the CSB Executive Director, and/or the CSB Governing Board on matters of compliance and risk management
- Serve as staff to the CSB's Board's Compliance and Risk Management Committee.
- Develop policy and planning for key compliance functions.
- Provides synergistic supervision to a team of four compliance and risk management staff

## **THE CANDIDATE**

The right candidate will be able to quickly identify compliance and risk management issues and formulate plans to mobilize resources that can be clearly communicated to the Executive staff and CSB Board of Directors. The County is looking for a candidate who can effectively collaborate with the Executive

Director, Deputy Director of Administrative Operations, the Deputy Director of Clinical Operations, and the Executive staff compliance committee to bring leadership, planning and oversight to achieve its compliance program goals and adapt to the many challenges and opportunities facing local government behavioral health, and Intellectual Disabilities compliance issues now and in the future. The Director of Compliance and Risk Management must:

- Model integrity, disciplined decision making, and uphold superior ethical standards on a 24/7 basis;
- Work effectively with CSB staff and governing board;
- Monitor and guide multiple, diverse clinical and administrative departments to fulfill compliance expectations;
- Ensure compliance with the Commonwealth Department of Behavioral Health and Developmental Services licensing, Medicaid, Medicare, third party payers and accreditation standards;
- Develops and manages agency wide comprehensive audit and monitoring processes and prepares audit reports;
- Develops and delivers a multi-faceted educational program that focuses on the elements of compliance and risk management.
- Think and act in a results-oriented style and in alignment with articulated goals and objectives;
- Anticipate, facilitate and manage change, and
- Continuously demonstrate a values-driven culture.

## **EDUCATION AND EXPERIENCE**

### *Minimum Education and Experience*

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in related fields such as quantitative analysis, psychology, social work, nursing, public health; plus five years of experience in a healthcare organization. Experience with healthcare compliance, operations, clinical, financial, quality assurance is required.

### *Preferred Education and Experience*

Prefer Master's degree or higher plus a certificate in health care compliance; ten years of increasing clinical, managerial, and operational experience with compliance and risk management in a health care setting to include behavioral health/ID services. Knowledge of the US Sentencing Commission and US Department of Health and Human Services office of inspector general guidelines and standards for effective compliance programs.

## **SPECIAL REQUIREMENTS**

The appointee to this position will be required to complete a criminal background check to the satisfaction of the employer as well as a TB screening upon hire.

### **COMPENSATION AND BENEFITS**

Salary is negotiable within an established range (\$83,992.48-\$ 139,987.74) depending on the qualifications and relevant experience of the selected applicant. Fairfax County Government's total compensation package includes:

- Defined benefit retirement system and deferred compensation program option;
- Outstanding and affordable health, dental and life insurance plans;
- Generous paid holiday schedules and leave programs

Use this link for a complete list of benefits: <http://www.fairfaxcountv.gov/hr/morethanpaycheck.htm>

### **TO APPLY**

Submit your resume through Fairfax County's online application system at: [www.fairfaxcountv.gov/iobs](http://www.fairfaxcountv.gov/iobs). Fairfax County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veteran's status or disabled veterans' status. Reasonable accommodations are available to persons with disabilities during applicant and or interview processes per the Americans with Disabilities Act. Contact 703-324-3864 for assistance; TTY 703-222-7314, Minorities and people with disabilities are encouraged to apply.