



Compliance Officer (CO)

Today's Date	January 13, 2026
Location	116 W. Main, Ottumwa, IA 52501
Hours	Monday- Friday
Job Type	Full-time

Summary

This position functions as the Compliance Officer (CO) to oversee, direct and coordinate the health center's Corporate Compliance Program to ensure compliance with laws, regulations, and policies that govern its Medicare, Medicaid and commercial business. The CO functions as an independent and objective entity that reviews and evaluates compliance issues/concerns within the organization. The CO has direct access to the Board of Directors for purposes of advising and making recommendations to the Board about regulatory compliance issues; maintaining the effectiveness of the Compliance Program; maintaining compliance with applicable federal and state rules and regulations; and acting as a consultative resource for regulatory, HIPAA privacy, claims management and risk management issues. The CO ensures the Board of Directors, Senior Leadership Team (SLT), management and employees are following the rules and regulations of regulatory agencies, that policies and procedures are being followed, and that behavior in the organization meets the organization's ethical Standards of Conduct. Provides necessary training related to the compliance program. Develops and maintains channels of communication to receive and direct compliance issues to appropriate resources for investigation and resolution. Oversee the Compliance Hotline, to include documentation of call intake and investigation, follow-up and resolution of reported issues. Make presentations to the Board of Directors, employees, customers, industry and civic organizations, federal/state agencies and/or other regulatory bodies, and others as may be appropriate. The CO, together with the Compliance Committee, is authorized to implement all necessary actions to ensure achievement of the objectives of an effective compliance program.

The CO serves as the HIPAA Privacy Officer. The PO oversees all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering the privacy of, and access to, patient health information in compliance with federal and state laws and the healthcare organization's information privacy practices.

Education:

Bachelor's degree required. Master's degree or JD preferred. Certification in Healthcare Compliance (CHC) certification and experience in managing compliance programs for an FQHC preferred.

Knowledge, Skills and Abilities:

1. Experience: A minimum of 5 years' experience in a healthcare organization, Federally Qualified Health Center experience preferred. Familiarity with operational, financial, quality assurance, risk mitigation strategies, customer service improvement strategies and human resource procedures and regulations.
2. Demonstrated knowledge of trends and issues, laws and regulations related to the delivery of ambulatory and behavioral health care services.
3. Demonstrated success in establishing relationships with community leaders, key resources, accreditation and regulatory entities, and related resources.
4. Knowledge and experience in information privacy laws, access and release of information.
5. Ability to motivate personnel.
6. Integrity.
7. Self-motivation.
8. Excellent organizational and analytical skills. Ability to work well both independently and with others.
9. Excellent judgment.
10. Strong influencing skills and perseverance in investigating.
11. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and legal documents.
12. Excellent oral and written communication skills. Ability to write clear, concise reports, business correspondence, and policies and procedures.
13. Ability to effectively present and represent the health center's interests externally with regulators.
14. Ability to effectively present information and respond to inquiries from employees, regulatory agencies, and others, as necessary.
15. Ability to initiate administrative activities as necessary.
16. Ability to meet deadlines and adjust to changes in policies, procedures, and priorities.
17. Strong Word Processing PC skills.

Deadline

Position will remain open until a pool of qualified applicants is received.

Benefits

- 403b with matching
- Dental, health, vision insurance
- Health savings and flexible spending accounts
- Life insurance
- Paid time off
- Employee assistance program

How to Apply

Email Resume to recruiting@riverhillshealth.org

Or mail to:

River Hills CHC

Attn: Human Resources

PO Box 458

Ottumwa, IA 52501