



## Divinity Family Services

<b>Job Title:</b>	Compliance Specialist	<b>Supervisor:</b>	Angela Austin
<b>Department/Group:</b>	Admin/Development	<b>Travel Required:</b>	35% travel required
<b>Location:</b>	Divinity Family Services, HQ 1312 Bandera Highway Kerrville, TX 78028	<b>Position Type:</b>	Entry Level
<b>HR Contact:</b>	Terry Faglie	<b>Extension:</b>	105
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> <a href="mailto:tfaglie@divinityfamilyservices.com">tfaglie@divinityfamilyservices.com</a> Subject Line: Compliance Specialist		<b>MAIL:</b> Terry Faglie HR Support Services Divinity Family Services 1312 Bandera Hwy Kerrville, TX 78028 (830) 688-3535 cell (830) 890-5838 office (830) 890-5343 fax <a href="mailto:tfaglie@divinityfamilyservices.com">tfaglie@divinityfamilyservices.com</a>	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Works under the direction of the Director of Development. Participates in the process of verification of homes and youth served, within the objectives, standards and policies of the agency. Communicates with staff in providing quality assurance as mandated by the minimum standard guidelines set forth by the state and contracted agencies. Monitors all casework for accuracy, completeness and content.</p> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Responsible for monitoring case management services as required by external contracts and licensing regulations; ensures the coordination of admissions, case planning, extension and discharges of child/youth follow appropriate rules and regulations.</li> <li>• Works closely with various professional agencies with which Divinity Family Services contracts.</li> <li>• Provides oversight of Placement and Service Plans to ensure they are completed and accurately documented in 7-14 business days.</li> </ul>			



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- Supports the strengthening and management of the culture and practices that reflects the organization’s mission and core values and fosters high engagement in all aspects of Divinity Family Services.
- Builds and maintains strong, collaborative relationships with the provider, network and children in addition to external as well as internal rapport.
- Complete other duties as assigned.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

#### (PREFERRED BUT NOT REQUIRED)

- Previous work in foster care system or understanding of the Texas DFPS system.
- Working knowledge of Minimum Standards for Child Placing Agencies is preferred.
- Bilingual with English and Spanish is a plus.
- Supervisory experience preferred.

### Conditions of Employment

Employee must have and keep a valid Texas driver's license. DFS will also conduct criminal background checks and reserves the right to conduct drug screenings at random. Work weekends and evening hours when necessary. Employee must maintain working cellular phone service at all times for on-call and after-hours availability. Adhere to all current federal & state laws, as well as Divinity Family Services policies and procedures, regarding the safeguard of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPPA). The employee may be required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl and talk and hear. On rare occasions, the employee may have to lift up to 30 pounds.

**In compliance with the American Disabilities Act, Divinity Family Services will attempt to make reasonable accommodations upon request.**

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Terry Faglie, HR	Date:	1/29/2019