



Compliance Coordinator * The ARC of Greater Hudson Valley Sullivan & Orange County NY

Overview: The ARC of Greater Hudson Valley is seeking a Compliance Coordinator - Corp. Compliance in Sullivan/Orange County.

The Compliance Coordinator assists the Director of Corporate Compliance in the ongoing monitoring and oversight of the agency's Compliance Program by monitoring trends in reported compliance violations, internal review findings, survey citations, third party audit results, billing adjustments and self-disclosures. Conduct internal audits into all assigned programs on an annual basis. Primarily in Orange/Sullivan Counties with possible travel to Dutchess County.

Requirements:

Valid Driver's License

Associates Degree (Bachelors Preferred) in Human Services or similar

HS Diploma with relevant skills and experience in the field will be considered.

Strong writing/typing, computer skills required. Proficiency in Microsoft Suite. Experience in OPWDD waiver programs/regulations.

Shift and Salary: This is a Full-Time Position, 40 hours biweekly, Monday - Friday, \$19.07 hour

Apply by contacting Liberty Apostolides by email at lapostolides@arcghvny.org