



Journey of Hope Program PSA Compliance Manager

Reports to: Program Director - Journey of Hope

Hours: Full-time, exempt position with need for flexibility in hours. Willingness and availability to fill on-call rotation.

General Statement: The PSA Compliance Manager shall ensure ongoing compliance and oversee implementation of the Interim Final Rule standards to prevent, detect, and respond to sexual abuse and harassment and respond to such conduct. He/she must promptly respond to all ORR requests and is accountable for compliance associated with the Interim Final Rule. He/she shall utilize team approach to the care of children to ensure coordination of services and actively collaborates with residential staff, case management & clinical team, medical coordinator, and school staff.

Responsibilities:

- Promptly respond to all ORR requests and is accountable for compliance issues
- Conduct necessary investigations in impartial and timely manner, following Standards of Conduct.
- Ensure compliance and safety of care in on-campus residential units.
- Create performance-based culture, encouraging teamwork, respect, and accountability.
- Address employees who are not meeting expectations and work with Supervisors to develop corrective actions that empower the employee and the team.
- Must have enthusiasm and capacity to work with a team of diverse, multi-cultural, multi-lingual staff.
- Adhere to Human resources law, HIPAA, CPSL, ORR regulations and maintain confidentiality and discretion.

Requirements: PSA Compliance Manager shall have a Bachelor 's Degree in social work, psychology, counseling, risk and compliance, or other behavioral science from an accredited college and/or university and a minimum of 1-2 years of direct service delivery and or work experience in administration, human service or quality, risk and compliance. Master's Degree is preferred. Supervisory experience and conflict management skills are required. Knowledge & experience in

compliance with external regulations and internal policies required. Must have Act 33, 34 and FBI Clearances. ORR (the U.S. Office of Refugee and Resettlement) will have final approval of any candidate that is hired for PSA Compliance. Candidate must have excellent communication skills in English (read, write, and speak) and bilingual English/Spanish, preferred. EOE