

**Piney Woods Regional Advisory Council
Trauma Service Area G
JOB DESCRIPTION
CONTRACT COMPLIANCE ADMINISTRATOR**

Title: Contract Compliance Administrator
Functional Area: Trauma Service Area G

Job Classification and Salary: Full Time Salaried Position (Exempt Status)

Salary Range Low: \$33,729

Salary Range Mid: \$45,000

Salary Range High: \$57,500

Benefits available after 60 days:

- Health benefits not to exceed 25%;

Available after 90 days:

- Retirement benefit -403b Plan: RAC provides 3% match of up to 6% employee contribution

College Degree is preferred or experience in Contractual Administration/Management Positions. Full comprehension of office systems and procedures is required.

Job Relations: Accountable to President/CEO and HPP Manager

Performance/Responsibilities: RAC-90% HPP 10%

Summary of Position:

This position is vital to Executive Management of RAC-G, and it requires a highly professional person who displays exemplary organizational and time management skills.

This position requires a capable, multi-tasked individual given to details and one who understands the high level of accountability and responsibility to the President/CEO primarily, and to the Hospital Preparedness Manager to ensure that the contractual documents are administered properly and that all deliverables are met and submitted to the State in a timely manner.

This position requires an analytically minded person who has a full comprehension of Contractual Compliance Administration.

This position offers a career opportunity for candidates as the Statement of Work becomes more relevant and as the number of contracts increases.

Key Requirements:

- Reading and understanding Contracts and Statement of Work
- Excellent Organizational skills
- Exemplary planning and time management skills
- Follow Scope of Work with contractual filing and reporting to DSHS
- Must show initiative and possess the ability to multi-task
- Must be analytically minded and attentive to details
- Prepares travel arrangements and expenditure reports for reimbursements
- Assist in preparation for Audits (Desktop/State Oversight and/or Single Audits)
- Assist in weekly preparations for CPA (related to Contract Expenditures)
- May require occasional travel.

Advanced Technical Skills

- Proficient in Computer Skills (i.e.) Microsoft Word, Excel, Outlook, PowerPoint, Publishing Software, (Canva), WebEOC, Social Media, Database management
- Cloud-Based Apps
- Proficient in online research
- Inventory management of supplies/equipment

Communication:

- Excellent verbal and written communication skills; bilingual preferred
- Assist in compliance reporting/writing/tracking communication across Region
- Assist President/CEO in coordinating conference calls and/or webinars
- Coordinates/prepares for meetings for TSA-G's Clinical and Public Education Events (venues, contracts, public awareness)
- Assist management with the Reporting Calendar to ensure the staff involved in the reporting has completed their work/reports
- Presents at General Assembly the Contract Status/Reporting Deadlines

Assist HPP Manager in the following:

- Prepare supporting documentation for required reports
- Assist management with the Reporting Calendar to ensure the staff involved in the reporting has completed their work/reports
- Assist with multiple meetings/ training/exercises by maintaining appropriate documentation (venues, meeting arrangements, sign-in sheets, agendas, minutes, etc.)
- Participate in project planning effort to maintain compliance with funding and Healthcare Capabilities

This position is an extension of the executive management of RAC-G and requires a professional person in mannerism who will work alongside the President/CEO and HPP Manager to ensure that the RAC's Contractual requirements are met.

Qualifications:

- Must be adept at managing multiple work streams simultaneously in a fast-paced and ever-changing environment.
- Ability to exercise good judgment
- Must be a Team Player
- Professional Dress
- Outstanding problem-solving skills
- Strong oral and written communication skills
- Strong time-management skills/detail oriented

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the role.