

Open Position
SSVF Compliance Specialist
Fort Worth, TX

Recovery Resource Council is seeking the perfect candidate who is detailed oriented and has compliance experience to assist the SSVF Program to ensure that our operations comply with legal regulatory standards, procedures, and policies. Your duties will include documenting and evaluating compliance activities, delivering employee training on compliance matters, handling complaints, and liaising with government agencies.

To be successful as a Compliance Specialist, you should be able to identify compliance issues and recommend solutions. You should also have strong analytical thinking skills and be able to maintain meticulous records of complaints and compliance activities.

Compliance Specialist Responsibilities:

- Consulting with the leadership and advising on compliance matters.
- Developing and providing employee training on compliance policies, practices, and reporting systems.
- Identifying, investigating, and reporting compliance issues, irregularities, and violations.
- Program audits
- Contract monitoring.
- Tracking and responding to complaints.
- Maintaining records of compliance activities.
- Communicating with government agencies.
- Preparing and filing compliance reports.

Compliance Specialist Requirements:

- Bachelor's degree required.
- Certified Risk and Compliance Management Professional (CRCMP) preferred with 2 years of experience, or

- At least 5 years of experience in the field of compliance.
- Knowledge of laws, legal codes, procedures, and other relevant regulatory standards.
- Proficiency in MS Office.
- Strong analytical and critical thinking skills.
- Excellent verbal and written communication skills.
- Documenting and reporting skills.
- Attention to detail.

Recovery Resource Council complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex (including pregnancy, sexual orientation, and gender identity).

Interested applicants could be asked to complete a Predictive Index survey before interviewing.

Please submit your resumes to Sonny Muniz-Blake, Director of Special Populations. S.Blake@recoverycouncil.org