

**Full-Time Open Position
SSVF Compliance Specialist
Fort Worth, TX**

Recovery Resource Council is seeking a detail-oriented Compliance Specialist for the SSVF program to ensure our operations follow all legal and regulatory standards. In this role, you will document and evaluate compliance activities, deliver employee training related to compliance matters, handle complaints, and liaise with government agencies.

Compliance Specialist Responsibilities:

- Consult with and advise leadership on compliance matters
- Develop and provide compliance training programs
- Identify, investigate, and report compliance issues and violations
- Conduct program audits and contract monitoring
- Track and respond to complaints
- Maintain compliance activity records
- Communicate with government agencies
- Prepare compliance reports

Compliance Specialist Requirements:

- Bachelor's degree required
- Certified Risk and Compliance Management Professional (CRCMP) certification preferred with 2+ years' experience, or 5+ years compliance experience
- Knowledge of laws, regulations, and legal codes
- Proficient with MS Office
- Strong analytical and critical thinking skills
- Excellent written and verbal communication abilities
- Skilled at documentation and reporting
- Extremely detail-oriented

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).

Please submit resume to the Director of Compliance and Risk Management, Kaothar Ibrahim Hashim, k.ibrahimhashim@recoverycouncil.org. Candidates will be asked to complete an application and Predictive Index Survey before interviewing.