

CONTRACT COMPLIANCE OFFICER (Sheriff's Office)

DEFINITION

Under general supervision, this position monitors contract services for compliance with the private vendor health services contract with the Dane County Jail. Also, handles complaint investigations and information through planning, coordination and monitoring of institution programs, contacts with offenders, institution staff and/or contract provider; and acts as the liaison between institution health services (contract provider), Sheriff's Office and the County.

EXAMPLES OF DUTIES

Ensures compliance of the contract agreement and delivered health care services based on the National Commission on Correctional Health Care (NCCHC) standards through regular on-site surveys; reviews contracted health care services including general operations and specific aspects such as utilization review activities, staffing coverage, payment of bills, monthly statistics and reports to ensure compliance to the contract; monitor effectiveness of health care coordination with institution staff, contracted services and jail administration; develops criteria and tools to identify potential issues requiring investigation; evaluates the level of assessments, timeliness and appropriateness of interventions according to pre-established criteria; coordinates, prepares and implements the systematic investigation of complaints regarding contracted health care services at jail facilities; prepares reports and briefing documents pertaining to the adequacy of care and compliance of contracted providers to the contract.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a Bachelor's degree from an accredited college and three years experience in contract compliance and monitoring or related area. Additional credit will be awarded for knowledge and/or experience pertaining to health care standards. Registration or eligibility for registration as a professional nurse in the State of Wisconsin is desirable.

Knowledge, Skills and Abilities: Knowledge of health care standards (in a correctional setting); knowledge of professional nursing theories, practices and medical concepts; knowledge of State of Wisconsin licensure requirements for health care providers; effective skills in analyzing data/policy options and the effects on offenders and their families; effective oral and written communication skills; ability to interact with offenders, the public and staff; and the ability to develop audit criteria.

Special Requirements: Must possess a valid Wisconsin driver's license or (eligibility for)