

Class Concept

This is professional administrative and consultative work performing regulatory activities to determine compliance with state and/or federal rules and regulations for licensed and/or certified health care facilities or agencies. These positions work independently and/or as a member of a team of professional health care consultants.

Positions plan, schedule and conduct state licensure and/or federal certification surveys, routine inspections, on-site personnel and complaint investigations, follow-up investigations and other related duties as required. Positions gather information based on standardized survey protocols, including interviews, observations, and record reviews. Positions interpret and apply guidelines and regulations, analyze and evaluate data for compliance, explain findings to providers, and present findings within strict statutory timeframes to team members, facility management, state office management and the federal agencies/regulators. Positions present compliance determinations in a legally defensible report for public information.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of area of professional training.
- Considerable knowledge of state and federal standards, guidelines, and regulations
- Considerable knowledge of the principles and practices of health care organization and management. Ability to organize and work independently
- Ability to interpret and apply rules, regulations, and policies to different situations and facilities
- Ability to establish and maintain effective communications and work relationships with facility management and professional consultants.
- Ability to provide good customer service to Division stakeholders.
- Ability to demonstrate intermediate computer skills (use of Microsoft Office products)

Minimum Education and Experience Requirements – Generalist

Bachelor's degree in a health, human service, or educational related field from an appropriately accredited institution and three years' experience in surveying, clinical and/or administration of a program in a related health field; or an equivalent combination of education and experience.

Minimum Education and Experience Requirements – Social Work

Master's degree in social work from an appropriately accredited institution and one year experience in surveying, clinical and/or administration of a program in a related health field; or

Bachelor's degree, in social work from an appropriately accredited institution and three years' experience in surveying, clinical and/or administration of a program in a related health field; or an equivalent combination of education and experience.

Minimum Education and Experience Requirements – Dietetics

Bachelor's degree in nutrition or food service management from an appropriately accredited institution and three years' experience in surveying, clinical and/or administration of a program in a related health field, eligible for registration from the Academy of Nutrition and Dietetics; or an equivalent combination of education and experience.