

DESCRIPTION: Under limited supervision, is responsible to conduct a variety of investigations, reviews, training and “root cause analysis”, and serve as a consultant to assure that patient/client treatment activities are delivered in accordance with federal and State standards and regulations; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all of the duties listed, nor do these examples include all of the duties that may be assigned.)

Conducts internal abuse/neglect situation investigations such as incidences of peer-to-peer sexual contact, medication variance, peer-to-peer aggression with injury, suspicious injury of unknown origin, elopement off campus and deaths. Collects evidence, interviews witnesses, alleged perpetrator(s) and victim(s), collects written statements and reviews documents and records.

Prepares investigative reports to include findings, conclusions on alleged incident substantiation and recommended actions.

Testifies before administrative and judicial bodies.

Collaborates with individuals, law enforcement officials and other entities as needed and maintains detailed records, evidence, and data pertaining to investigations.

Provides abuse/neglect training to new hires during orientation and as assigned.

Observes patient/client treatment operations and activities to identify compliance risk issues, document deficiencies, and recommend changes in procedures or training or other actions to eliminate noncompliance.

Conducts regular reviews to assure treatment documentation and activities are compliant with established standards and regulations; prepares audit reports and provides appropriate recommendations to the facility risk/compliance manager.

Provides training to facility staff concerning facility policies and procedures and relevant federal and State standards or regulations.

Serves as a consultant to facility staff for the interpretation and application of facility policies/procedures and federal/State standards and regulations in application to specific circumstances such as restraint/seclusion, room searches, and “near miss”.

Conducts “mock surveys” to determine the level of treatment activity and environment to established federal/State/facility standards/regulations/policies.

Conducts trend analysis to identify patterns and variations in staff performance and prepares various reports for the facility risk/compliance manager.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of investigative techniques including collection of evidence, interviewing, data analysis, evaluation and drawing conclusions; methods and techniques of data and trend analysis.

Ability to: communicate ideas clearly and concisely; learn, interpret and apply CMS, JCAHO, federal/State standards and regulations and facility rules, policies and procedures; investigate circumstances and draw applicable conclusions; train others; analyze situations and develop recommendations; effectively work with a variety of individuals; document information and prepare reports; analyze and identify problems and trends and recommend solutions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework/training in criminal justice, law enforcement, or a human services related field and experience with investigations, data or trend analysis or related area.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).