

Risk and Compliance Specialist

LifeView Group provides comprehensive behavioral health care to adults and children with mental illnesses, drug and alcohol dependencies and intellectual disabilities. Across Northwest Florida, our services range from residential treatment to outpatient counseling, psychiatry, trauma care, treatments for substance misuse and 24/7 support for those with serious mental illnesses. Learn more at eLakeviewCenter.org.

THIS IS A REMOTE POSITION, see the website below to apply.

Overview

Primary duty is the performance of office work directly related to the management and general business operations of LifeView Group (LGI) Risk and Compliance Department. Primary duty includes the exercise of discretion and independent judgment with respect to handling the day-to-day operations of Risk and Compliance duties at LCI. The job responsibilities of this position require access to compensation and other personal identifying employee information. This responsibility also requires protecting and maintaining the privacy of employee information, including compensation and client confidentiality as well.

Requirements

- Bachelor's degree in business, compliance, or related field and one (1) year of risk or compliance experience; or five (5) years of risk and compliance experience.
- Must possess basic knowledge of employment and labor law.
- Experience in conducting investigations into workplace concerns is preferred.
- Experience with managing stressful situations preferred.
- Excellent interpersonal skills with demonstrated patience, tact, and respect.
- Strong analytical and critical thinking skills • Must have proficiency in data systems and MS Office.
- Ability to communicate effectively with demonstrable writing and presentation skills.
- Ability to quickly evaluate situations and decide on an appropriate plan of action.
- Must be able to pass organization screening requirements, including state or federal background screenings as required.

To Apply

Interested applicants please visit <https://www.elakeviewcenter.org/about-us/careers> and complete the on-line application. If you require additional assistance, please call Human Resources at 850-469-3729.

LCI is putting our employee health and safety first by following guidance from local health departments and the Centers for Disease Control and Prevention (CDC) recommendations on preventing the spread of COVID-19.

Lakeview Center is an Equal Opportunity / Affirmative Action employer. Minorities, Females, Protected Veterans and Individuals with Disabilities are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, or protected veteran status. Drug Free Workplace Employer, DRUG TESTING REQUIRED