

## Certified Investigator

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### Position Summary:

KenCCID, a leader in providing residential housing and support services to Individuals with intellectual and developmental disabilities, in order to promote independence, self-sufficiency and a better quality of life, is currently seeking a knowledgeable, disciplined Investigator in Compliance. The Certified Investigator is responsible for ensuring that the quality of life for the Individuals with intellectual and developmental disabilities, employees and surrounding environment of KenCCID is safe and not exposed to risk, danger, hazards and accidents. This professional is tasked with instituting proactive systems and methods to include: **Quality, Risk & Incident Management as well as Certified Investigations**, to eliminate any perils, exposure and liability that could negatively impact or harm KenCCID and the Individuals in their care. The Certified Investigator must implement policies based on and adhere to the PA Department of Human Services, Office of Developmental Programs (ODP), PA Title 55, § 6400 and § 6100 regulations and standards, to ensure the health, safety and welfare of the Individuals is at the forefront of all services provided. The Certified Investigator will conduct spontaneous and scheduled investigations, to incorporate *quality management*, to further ensure the quality of life of the Individuals is served and protected by *minimizing risk* to the entire KenCCID family and surrounding community. The Certified Investigator will oversee the *incident management processes* and ensure that safeguards are in place to protect the Individuals under KenCCID's care at all times. This position reports to the Compliance Officer.

### Key Responsibilities:

#### *Regulatory & Compliance*

- Ensures that the safety and well-being of the Individuals is protected at all times and that the rights of the Individuals are observed at all times
- Ensures that the safety and well-being of Individuals, employees and guests on KenCCID premises is secure and manage during the course of business and operations
- Performs *Quality Management* by consistently *improving the quality of life and minimizing risks* to Individuals, employees and the surrounding community
- Conducts or oversees the thorough *Certified Investigations* on any incident, based on the PA Department of Human Services, Office of Developmental Programs (ODP), PA Title 55, Subchapter Q § 6000.961 regulations and standards as it pertains to Incident Management
- Conduct fair, quick, thorough, comprehensive investigations, based on regulations and standards.
- Recommends and formulates policies, procedures and guidelines for departments regarding safety for Individuals and employee's regulations and standards.
- Collects and preserves potentially relevant evidence to investigate the cause of an incident to Individuals and employees

- Evaluate the adequacy of risk/quality assurance standards
- Supervise and oversee the *Risk/Quality* functions as it relates to Incident Management
- Identifies risk and works to minimize or eliminate the source of the risk with the goal of preventing injury to an Individual, employee, or guest as well as avoiding liability
- Analyzes areas where KenCCID may be open to scrutiny and makes changes in policies and procedures in order to alleviate the *risk*
- Performs due diligence to remove any employee who consistently poses a risk to the Individuals, other employees or KenCCID
- Communicates *risk/quality* issues to Compliance Director and Managing Director along with a plan for minimizing or eliminating the *risk*

**Skills & Qualifications:**

- Ability to direct and manage the actions of others
- Ability to read, analyze and interpret common, applicable regulations, procedures and policies
- Computer Literate and functional expertise
- Proficient at identifying discrepancies and problems
- Competent at reviewing information to develop and implement solutions
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Strong interpersonal skills
- Effective analytical and evaluation skills
- Ability to design, develop and implement plans and updates
- Competent at playing a vital role in the team meetings, and providing expert opinion
- Working knowledge and understanding of Community Homes

**Job Requirements:**

- Bachelor's degree in relevant field; and Completion of the PA ODP Certified Investigators Training and a minimum of two (3) years' relevant work experience
- Ability, to analyze and interpret applicable regulations, procedures and policies
- Strong Investigative skills
- Eye for detail and able to meet predetermined deadlines
- Demonstrated Supervisory experience
- Proven experience in program practices
- Able to function under pressure

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***KenCCID is an Equal Opportunity Employer***

***All applicants will receive consideration for employment regardless of race, color, religion, sex, national origin, disability and veteran status or any other characteristics protected by law.***