



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

April 9, 2019

#27-19

Department: Executive Office
Position: Privacy Officer (Exempt)
Reports To: CRIT Tribal Chairman
Salary: D.O.E.

Job Summary:

Perform the responsibilities of a Privacy and Security Officer and ensures Covered Entity's compliance with the Health Insurance Portability and Accountability Act (HIPAA) and regulations and the Health Information Technology for Economic and Clinical Health (HITECH) Act and regulations (collectively referred to as "HIPAA"), CRIT HIPAA policies and procedures, and other applicable law. Specific tasks shall include, but not be limited to the following:

Duties & Functions:

1. Perform ongoing HIPAA compliance activities within Covered Entity;
2. Assist in the identification, implementation, and maintenance of the Covered Entity's privacy and security policies and procedures in coordination with each of the Covered Entity's Privacy/Security Liaisons;
3. Ensure maintenance of appropriate privacy and confidentiality consent and authorization forms and information notices;
4. Develop a system of review and oversight for HIPAA and confidentiality requirements in CRIT's contracts and grants;
5. Provide bi-yearly HIPAA training to Covered Entity's employees;
6. Provide HIPAA training for newly hired employees.
7. Initiate, facilitate, and promote activities to foster understanding of HIPAA responsibilities by the Covered Entity's employees;
8. Performs initial and periodic information privacy and security risk assessments and conducts related ongoing compliance monitoring activities in coordination with other compliance and operational assessment functions.
9. Establishes and administers a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the organization's privacy security



policies and procedures in coordination and collaboration with other similar functions and, when necessary, legal counsel.

10. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
11. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Strong computer skills with experience in word processing, databases, and spreadsheets.
2. Excellent Project Management Skills.
3. High Organizational skills.
4. Excellent written and verbal communications skills.
5. Excellent interpersonal communications skills.
6. Accurate and detail-oriented.
7. Excellent problems solving skills.
8. Displays leadership quality and the ability to manage all situations.
9. Must be able to manage departmental budget and expenses.
10. Ability to maintain high confidentiality.
11. Ability to independently manage multiple tasks in professional manner.
12. Ability to maintain a professional demeanor.
13. Ability to speak in front of large groups.
14. Ability to conduct breach investigations.
15. Ability to develop policies and procedures.

Education & Experience Requirements:

1. Bachelor's Degree and two (2) years of experience in the health profession.
2. One (1) year of experience working with HIPAA compliance.
3. Extensive working knowledge of the HIPAA Privacy Rule and the Security Rule and applicable federal regulations.
4. Working knowledge of grants management related to data confidentiality and HIPAA compliance.
5. Working knowledge of healthcare information technology systems and the ability to work with Covered Entity's Information Technology Services provider to develop the Technical Safeguards required by the HIPAA Security Rule.
6. The technical ability to develop Technical Safeguard policies and procedures.
7. Valid Driver's License throughout employment.

Knowledge and Certification PREFERRED:

8. Master Degree or Bachelor's Degree in a health related field.
9. One (1) year of experience working as a privacy or security officer in a covered entity.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:



The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: **CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344**

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

