



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 251-5161

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	June 11, 2026
CLOSING DATE OF ANNOUNCEMENT:	Until Filled
POSITION TITLE:	Compliance/Risk Manager
SUPERVISES:	No
STARTING SALARY:	\$37.05 - \$45.07 Depending on Experience
GRADE:	14
FLSA STATUS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package <i>*See below</i>
SUBJECT TO P.L. 101-630:	No

GENERAL STATEMENT OF RESPONSIBILITIES:

The Risk Manager is responsible for developing, implementing, and monitoring risk management strategies to ensure patient safety, compliance with healthcare regulations, and protection of the Indian Health Clinic's assets and reputation. This position works collaboratively with leadership, providers, and staff to identify, assess, and minimize risks related to patient care, clinical operations, employee safety, and organizational liability. The Risk Manager ensures alignment with Tribal policies, Indian Health Service (IHS) standards, federal and state regulations, and accrediting body requirements.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Develop, implement, and maintain a comprehensive Risk Management Program for the clinic.
- Conduct risk assessments to identify potential areas of exposure related to patient care, medical errors, safety incidents, compliance, and liability.
- Monitor, investigate, and document patient safety events, complaints, and incidents, coordinate follow-up and resolution.
- Work closely with providers and staff to promote a culture of safety, accountability, and compliance.

- Ensure compliance with IHS regulations, HIPAA, OSHA, CMS, and other applicable federal, state, and Tribal standards.
- Oversee policies and procedures related to risk management, patient rights, safety, infection control, and emergency preparedness.
- Provide staff training on risk reduction, patient safety, confidentiality, and compliance.
- Coordinate with legal counsel, insurers, and external agencies regarding claims, audits, or investigations.
- Prepare reports and make recommendations to senior leadership and the Tribal Health Board on risk trends, compliance issues, and corrective actions.
- Assist with quality improvement initiatives and accreditation processes.
- Serve as a resource to staff for risk-related questions or concerns.
- Must maintain strict confidentiality in compliance with HIPAA and Tribal policies.

KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of Indian Health Service (IHS) policies, Tribal healthcare systems, and federal healthcare regulations.
- B. Strong knowledge of HIPAA, OSHA, CMS Conditions of Participation, and healthcare accreditation standards (e.g., AAAHC, Joint Commission).
- C. Demonstrated ability to investigate, analyze, and mitigate risk within a healthcare setting.
- D. Strong communication, problem-solving, and organizational skills.
- E. Experience working with Native American/Tribal communities preferred.

MINIMUM QUALIFICATIONS - ALL APPLICANTS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Bachelor's degree in healthcare administration, Nursing, Risk Management, Public Health, or related field required, Master's degree preferred.
7. Minimum of three (3) years' experience in healthcare risk management, compliance, quality improvement, or related field.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.

2. WORKING ENVIRONMENT: Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

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| 1 st Preference: | Enrolled member of a Federally Recognized Tribe. |
| 2 nd Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 rd Preference: | All other applicants. |

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ewadley@sir-nsn.gov or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.