

DEPARTMENT	Administration – Corporate Compliance Department
JOB TITLE	Corporate Compliance Intern
REPORTS TO	Corporate Compliance Officer

JOB SUMMARY

Will serve with the Corporate Compliance Program supporting a wide range of compliance functions and projects related to policy tracking and revision, audits, investigations, regulatory management, training and development, record keeping, and safety and risk initiatives.

ESSENTIAL FUNCTIONS

- Assist with program compliance audits to ensure the Mission is in compliance.
- Update and coordinate compliance processes.
- Conduct research for compliance projects and trainings.
- Assist with policy development and revision.
- Assist with maintaining a policy catalog.
- Monitor regulatory changes from state oversight agencies and assist the Corporate Compliance Officer with implementing changes into Mission policies and procedures.
- Review and develop Corporate Compliance trainings for Mission employees and individuals served.
- Participate in investigation interviews and documentation reviews.
- Learning opportunities as available throughout the internship.

MINIMUM JOB QUALIFICATIONS

- Studying Corporate Compliance, Human Services, Human Resources, Business Degree or related field preferred
- Relevant experience helpful
- Intermediate skills with Microsoft Word, Excel, PowerPoint and Outlook
- Self motivated with the ability to work independently and within a team environment
- Will multi-task in a fast paced environment
- Confidentiality is of the utmost importance
- Enthusiastic support of our Mission Statement