Volunteers of America National Services (VOANS) is seeking a HealthCare Attorney and Privacy Officer. Come join a thriving organization nominated as One of the Best Places to Work in 2021!

VOANS is a nonprofit subsidiary of Volunteers of America. National Services is organized and operated to “advance, support, promote and administer health, housing and supportive services” in pursuit of the objectives of Volunteers of America. National Services employs more than 3,000 professionals across the country to operate its housing and health care programs. VOANS provides affordable housing and senior healthcare services in 40 states and Puerto Rico. Come and join us and be a part of ‘something more’.

This role as our HealthCare Attorney and Privacy Officer will provide legal advice in healthcare contracting and compliance with a focus on the Federal, state and local laws, including but not limited to, HIPAA and CMS, applicable to skilled nursing facilities, assisted living facilities, the PACE program, and continuing care retirement communities.

**Essential Functions, Duties & Responsibilities**

- Negotiate, write and review contractual agreements, including, but not limited to healthcare provider agreements, medical director agreements, lease agreements and service agreements.
- Serve as the organization’s Privacy Officer which includes but not limited to providing regular organizational HIPAA training, updating and maintaining policy and procedures, and conducting breach investigations.
- Advise executives on contract status, legal and business terms of various deals.
- Counsel operations team on compliance with healthcare regulatory requirements and assist in developing strategic solutions.
- Research unique legal issues impacting the organization by identifying applicable statutes, regulations and administrative requirements and provide advice regarding the operation and compliance of senior health care facilities and programs.
- Work with Senior Vice President for Litigation, Risk Management and Compliance and healthcare operations staff on development of policies and procedures and implementation of compliance program.
- Perform pre-litigation work to minimize risk, ensure policies are implemented consistently, and maximize legal position.
- Work with outside counsel, as required, to manage litigation and other matters.
- Provide training to healthcare team and its affiliates on substantive legal topics.
- Oversee tracking and reporting of potential breaches to state and federal agencies.
- Provide advice on legal issues impacting the healthcare arena.

**Required Qualifications**

- Juris Doctorate
- Five to ten years health law experience with particular strength in transactional work, regulatory due diligence and contracting in the healthcare space.
• Must have knowledge of the general Federal and state health care regulatory schemes and preferably would have significant experience with and knowledge of HIPAA/HITECH Act, Medicare conditions of participation, the PACE program, the Stark Law, the Anti-Kickback statute, licensing and reimbursement.
• Experience working with and advising a multi-disciplinary team.
• Strong computer skills and experience in Microsoft Office, particularly with high proficiency in Excel and Word; experience with PowerPoint.
• Must demonstrate very strong written and verbal communication and interpersonal skills.
• Sound decision-making ability; ability to maintain confidentiality.
• Superior organizational, analytical, and time management skills required; ability to handle multiple tasks simultaneously and effectively manage shifting priorities; and exceptional attention to detail and follow-up capability.
• Must have a bias for action, strong work ethic, professionalism, customer orientation, and the flexibility to work in a team environment or independently, and under pressure successfully.
• Proven experience with relationship building.
• Ability to work flexible hours; ability to travel is required, particularly between Eden Prairie, MN; Alexandria, VA; and VOANS healthcare sites.

Preferred Qualifications
• Previous experience as in-house counsel or with a non-profit healthcare organization desired.

Position Benefits:

Medical Insurance
FSA / HSA
Dental Insurance
Vision Insurance
Various Employee Wellness Programs
Paid Vacation (4 weeks)
Paid Sick (12 days annually)
403(b) Retirement
Company discretionary 403(b) Retirement match of 50% on up to 6% of employee contribution
Company paid Short-Term Disability Coverage
VAONS is a non-profit organization. Employees may be eligible for the Public Service Loan Forgiveness program

At VOANS, we celebrate sharing, encouraging and embracing diversity. Equal employment opportunities are available to all without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. We believe that blending individual strengths and unique personal differences nurtures and supports our organizations’ shared commitment to our mission and creates an inclusive and diverse environment where everyone feels valued and has the opportunity to do their personal best.