

<b>Position Title</b>	<b>Initial Competencies</b>	<b>Competencies at 6 Months</b>	<b>Annual Competencies</b>
<b>Building Designee</b>	<ul style="list-style-type: none"> <li>• Appointment by Health &amp; Safety Officer</li> <li>• Demonstrates familiarity with emergency procedures and policies specific to the designated site including but not limited to the following: fire safety, tornado safety, security breaches, and medical emergencies</li> </ul>	<ul style="list-style-type: none"> <li>• Successful orientation with the Health &amp; Safety Officer</li> <li>• CPR Certification</li> <li>• First Aid Certification</li> <li>• Comprehensive and timely reports to Health &amp; Safety Officer</li> <li>• Compliance with emergency procedures</li> </ul>	<ul style="list-style-type: none"> <li>• CPR Certification</li> <li>• First Aid Certification</li> <li>• Safety training</li> <li>• Blood borne pathogen training</li> <li>• Compliance with emergency procedures</li> <li>• Completes monthly checklist(s)</li> </ul>
<b>Building Manager</b>	<ul style="list-style-type: none"> <li>• Appointment by Program Director or CEO</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation with Health &amp; Safety Officer</li> <li>• Compliance with emergency procedures including fire, tornado, security, and medical emergencies</li> <li>• Addressing safety and other building concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of procedure and policy relating to fire, tornado, security, and medical emergency</li> <li>• Blood borne pathogen training</li> <li>• Addressing safety and other building concerns, as evaluated by their Supervisor</li> <li>• Attempts to remedy identified building problems by placing work orders or contacting the landlord, building manager, and any other means necessary</li> </ul>
<b>Privacy Officer</b>	<ul style="list-style-type: none"> <li>• Current CMHOC supervisory employee</li> <li>• Knowledge and experience in the protection of privacy and access to patient health information in compliance with federal and state laws and</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation/training with the County's Corporation Counsel</li> <li>• Compliance with agency's policies and procedures covering privacy of and access to patient health information</li> <li>• Maintain a process for receiving, documenting,</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering privacy of and access to patient health information.</li> <li>• Maintain a process for receiving, documenting,</li> </ul>

	<p>Ottawa County policies and practices</p> <ul style="list-style-type: none"> <li>• Appointment by CEO</li> </ul>	<p>tracking, investigating, and taking corrective action on all privacy complaints</p> <ul style="list-style-type: none"> <li>• Coordinate with the County's Corporation Counsel, key departments, and committees</li> </ul>	<p>tracking, investigating, and taking corrective action on all privacy complaints</p> <ul style="list-style-type: none"> <li>• Coordinate with the County's Corporation Counsel, key departments, and committees</li> <li>• Facilitate or assist with activities that foster information privacy awareness within the organization and related entities</li> <li>• Maintain current knowledge of applicable laws and accreditation standards</li> <li>• Participate as lead member of professional organization(s) relating to the protections of patient health information</li> <li>• Oversees, directs, delivers, or ensures delivery of initial and annual privacy training and orientation to all employees, volunteers, medical and professional staff, contractors, alliances, business associates, and other appropriate third parties</li> </ul>
<p><b>IT Security Officer</b></p>	<ul style="list-style-type: none"> <li>• Report compliance and privacy events.</li> <li>• Understand HIPAA HITECH Security Standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and execute breach protocols in conjunction with all parties involved.</li> <li>• Coordinate to assure adequate hardware and software security.</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate policies and protocols for a secure system.</li> <li>• Act as a county liaison/coordinator</li> <li>• Assure Risk and Security Assessment (RSA) is completed</li> <li>• Regular security training updates</li> <li>• HIPAA HITECH training</li> </ul>