



Compliance Coordinator

ORGANIZATION

The Grossmont Healthcare District (District) is a public agency that supports health-related community programs and services in San Diego's East County region, and leases Grossmont Hospital operations to Sharp HealthCare on behalf of local taxpayers. The District is governed by a five-member board of directors, representing approximately 500,000 people residing within the District's 750 square miles. The District also operates the Herrick Community Health Care Library (Library), a public library specializing in consumer health information, education, and outreach.

POSITION

Reports To:	Chief Administrative Officer
Type:	Full Time, Nonexempt
Salary:	\$50,000 - \$80,000
Benefits:	Employer Paid Employee, Spouse & Family Medical, Dental, Vision, Long-Term Care (restrictions apply), Life Insurance, 11 State holidays; 2 weeks' vacation; 3 personal days; and 12 sick days per year, CalPERS benefit retirement (restrictions apply) & more
Hours:	8:00am – 4:30pm, M – F
District Team:	11 full time and 4 part time staff

POSITION OVERVIEW

GHD is seeking a Compliance Coordinator to perform a wide range of activities covering all aspects of records management, loss/liability control, safety and employee administration. Candidates who may be qualified for this position would have a working knowledge of:

- Administration and control of both paper and electronic records in accordance with District and state guidelines
- Understanding of Loss and Liability Control program or Risk Management programs
- Knowledge in the administration of an employee safety program according to Cal/OSHA and insurance guidelines
- Experience with routine employee or human resource administration

WHY WORK AT GHD?

The best part of working with the Grossmont Healthcare District team is knowing you are a part of our mission to build a healthier community. Serving the public's interest, our staff is proud to make a difference, being responsible stewards of the taxpayers' money and the community's need for health care services. Our small team ensures each member has a big role.

HOW TO APPLY

Apply online through [Indeed.com](https://www.indeed.com) or [GovernmentJobs.com](https://www.governmentjobs.com). Position will be open until filled.