

### Compliance Specialist

Primary Location: United States-New York City & Westchester County

Discipline: Facilities Consulting – Healthcare & Compliance

Insight Civil Engineering is a WBE consulting, engineering and planning firm of 14 innovative minds. Our integrated approach to regulatory compliance consulting brings together the best professionals in the market to meet our clients' needs.

We are currently seeking a full-time Compliance Specialist. This position reports to the Facilities Management Program Manager, and will support healthcare compliance client engagements in the Facilities Management group. The Compliance Specialist will be familiar with applicable Environment of Care, Life Safety, Joint Commission and CMS accreditation processes. Qualified candidates will possess a combination of, or, all of the following: experience with healthcare compliance audits, Joint Commission Survey readiness standards, quality/performance improvement systems, proficient in the use of data to measure performance, evidence of testing and document controls best practices, CMMS systems, and have the ability to work independently to achieve results.

The ideal candidate must be exceedingly well organized, flexible, detail oriented and enjoy functioning as a codes, standards and operational excellence consultant to large healthcare organizations. Our team needs a self-starter with the ability to successfully perform under pressure, prioritize and multitask. Healthcare specific credentials such as Certified Healthcare Safety Professional (CHSP), Certified Joint Commission Professional (CJCP), Registered Nurse (RN), or other specialized certifications are preferred.

Primary responsibilities will range from review and audit of regulatory compliance documentation, inspection, testing and maintenance (ITM) scheduling and management, coordination of contractor/vendor activities, interface with Clients on a routine basis, and tracking deficiencies or issues of non-compliance to resolution.

Candidate shall have a minimum of 1-3 years of experience in the fields of healthcare consulting or facilities management. Candidate must have excellent written & verbal communication skills.

#### Required Skills:

Must possess at least an undergraduate degree in one of the following areas (or in a related field): public/health policy, healthcare engineering, public administration, business administration/management, communications, healthcare profession, or facilities management.

Must have excellent verbal and written communication skills. Strong interpersonal skills are required.

Detail-oriented and familiar with quality assurance/quality controls (QA/QC) procedures.

Professional, honest, reliable.

Motivated, self-starter with ability to work independently.

Strong work ethic and willingness to function in multiple capacities as required by management.

Business use of Internet, email, and other web-based platforms (i.e. Dropbox, Sharefile, Google Drive, etc.).

Excellent command of Microsoft Office software (Word, Excel, PowerPoint, Publisher, Project and Outlook).

#### Preferred Skills:

Experience in healthcare / clinical engineering.

Knowledge of Joint Commission standards for healthcare facilities (Environment of Care and Life Safety).

Knowledge of NFPA codes for healthcare facilities.

General familiarity with fire protection, emergency power, piped medical gas systems (including source equipment), and large-scale plant system components.



Insight Civil Engineering, PLLC  
251 W 30th Street, 6th Floor  
New York NY 10001

844.884.9664  
[contact@insightcivil.com](mailto:contact@insightcivil.com)  
[www.insightcivil.com](http://www.insightcivil.com)

Problem Solving and strategic planning skills - the need to be able to adapt to an ever changing environment and requests by site.

**Compensation:**

Commensurate with experience and relevant qualifications. This is a full-time position wherein the candidate will be working approximately 40 hours per week on an hourly basis. If interested in applying, applicants must email the Cover Letter, Resume, three (3) professional references and writing sample in PDF format to [careers@insightcivil.com](mailto:careers@insightcivil.com) with the position title in the subject line. Please do not call or fax. Thank you and we look forward to hearing from you!

Insight Civil Engineering is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, and national origin.