

Full Time IDC Compliance Coordinator  
Wythe/Bland IDC –Wytheville  
Position #IDC0105

Coordinate the development, implementation, and improvement of an ongoing compliance program that standardizes processes, procedures, and criteria that result in outcomes which meet applicable Agency, customer, and regulatory requirements. Coach, train, and develop teams to facilitate adherence to all guidelines.

Other areas of responsibility include management of the IDC document control system, coordination of the IDC's audit processes to ensure compliance, and oversight of accident prevention programs

Position requires three years related experience and familiarity with all areas of quality control. Bachelor's degree is preferred.

Qualifications include:

- Excellent attention to detail
- Effective oral and written communication skills
- Good organizational and time management skills
- Working knowledge of Workers' Compensation, OSHA, ISO, FDA, and other environmental and manufacturing regulations
- Knowledge of quality management systems

**SALARY RANGE: \$36,764 - \$61,874 (Level 13)**

**APPLICATION DEADLINE: February 26, 2018**

**Applications must be RECEIVED by the deadline in order to be accepted.**

A Mount Rogers C.S.B. application is required. Applications are available at all Mount Rogers sites in Smyth, Wythe, Bland, Carroll and Grayson Counties, the City of Galax, any local V.E.C. office, or by visiting [www.mtrogerscsb.com](http://www.mtrogerscsb.com). Return applications to Mount Rogers Community Services Board, 770 West Ridge Road, Wytheville, VA 24382. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.