

POSITION DESCRIPTION

POSITION:	RISK MANAGER	LICENSED : No
DEPARTMENT:	HUMAN RESOURCES DEPT.	GRADE: DOE
REPORTS TO:	HR DIRECTOR	STATUS: Exempt

POSITION SUMMARY:

Under the general director of the Human Resources Director, the employee will plan, direct, and coordinate risk and insurance programs and protect the organization's assets from financial losses through the risk management processes.

ESSENTIAL FUNCTIONS:

1. Manages insurance programs such as fidelity, surety, liability, property, and workers' compensation.
2. Acts as the liaison to attorneys, insurance companies, and individuals.
3. Directs, coordinates, and negotiates litigation plans for workers' compensation general liability lawsuits.
4. Analyzes and classifies risks as to frequency and potential severity and measure the financial impact of risk on the company.
5. Directs loss prevention and safety programs.
6. Investigates and analyzes root causes, patterns, or trends that could result in compensatory or sentinel events.
7. Helps to identify and implement corrective action where appropriate.
8. Assists with policy renewals, claims, issuance of certificates, budget planning, and risk minimization programs.
9. Ensures supervisor is informed daily, weekly, and monthly on all functions listed in the job description, and gets necessary authorization or input needed on policy changes or decisions that significantly affect the tribe.
10. Plans and directs safety and health activities within the organization to evaluate and control environmental hazards by performing any of the following functions:
11. Develops, coordinates, and provides ongoing safety and loss control training programs;
12. Coordinates Risk Management meetings with department managers to provide guidance, and support for program goals and objectives.
13. Consults with all departments on the design and use of equipment, shops, structures, fire prevention, and other safety issues.
14. Reviews and/or conducts on-site inspections, in conjunction with ITC, report unsafe conditions, and follows up to assure correction of such unsafe conditions.
15. Participates in the investigation of accidents and injuries and cooperates in the preparation of material and evidence for organizational use in hearings, lawsuits, and insurance investigations.
16. Consults and coordinates with cooperating agencies as part of the emergency response team.

17. Other duties may be assigned within the scope and complexity of this position's essential functions.
18. Must attend all mandatory training designated through the Human Resources Department and/or Department Director.

POSITION REQUIREMENTS:

1. Bachelor's degree in Business or related field required. A Masters' degree is preferred.
2. Minimum of five (5) years 'administrative experience administering and coordinating risk management and workers compensation programs between departments, brokers and insurance companies.
3. Must have 2-5 years of training experience and be able to provide numerous safety certification trainings, including TIPS;
4. Must possess strong administrative, organizational, and communication skills.
5. Knowledge of computers, word processing, and other office equipment.
6. Must have the ability to develop, coordinate & administer training to groups of individuals on various safety-related policies or programs;
7. Must have strong personal and professional references.
8. Must have Strong verbal, written, analytical, and persuasive skills and the ability to interact effectively with all levels of employees and management.
9. Must have demonstrated the ability to get along with fellow employees and the ability to work well within the current staff.
10. Must have excellent employment history demonstrated through employer references.
11. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
12. In accordance to BMPP 202.8: Internal non-probationary employees, with exemplary work records may be given preference for any posted position during the selection process over external applicants.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: May 11, 2022 at 4:30pm

APPLY TO: Send Resume and/or Application to:

Erin Forrester; HR Generalist
Bay Mills Human Resources Department
eforrester@baymills.org

Subject: Risk Manager

**Applications can be found on the Bay Mills website at
www.baymills.org under the employment section**