**JOB DESCRIPTION**

**Date Updated:** 2/19/2021 **Position Title:** Ransom County Risk Manager

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1. **POSITION OBJECTIVE**

Establish and maintain a safe working environment for the County in compliance with federal, state, and local safety regulations by working with the County Employer Group (CEG) to develop and facilitate required training to County employees.

1. **GENERAL DUTIES**

The following is a list of responsibilities for this position and is not intended to be a complete list.

* Serve as Risk Manager to help develop, facilitate, and oversee the efforts of the County Employee Group (CEG) Worker's Compensation Safety and Claims Management programs.
* Serve as Risk Manager to develop and facilitate required training, manage and coordinate the Worker's Compensation Program to process claims and coordinate efforts with claims managers, safety personnel, and the North Dakota Association of Counties.
* Work with the County Employer Group (CEG) to help coordinate safety training for employees and assist with safety related issues that may arise throughout the year.
* Coordinate with the CEG and manage the computer-based safety training "Learning Management System" that Ransom County participates in to receive a premium discount.
* Train new hires on Safety program through CEG.
* Oversee and coordinate efforts to ensure timely reporting of safety hazards, incidents, and workplace injuries.
* Coordinate with and assist CEG with accident investigations.
* Coordinate with and assist CEG with safety inspections.
* Coordinate with and assist CEG Internal Claims Manager on all claims related issues including timely reporting, medical management, and return to work.
* Establish Designated Medical Providers (DMP's) relationships to ensure employees are able to return to work as soon as possible after an on-the-job injury.
* Responsible for all aspects of WSI Claims: preparing incident reports, filing claims with WSI, accident investigations, root cause analysis, post-injury follow-up, work restrictions, and return to work availability.
* Attend the annual training session for Risk Managers conducted by the CEG. Training usually takes place in September or October of each year.
* Maintain panic buttons.

**NOTE:** As Risk Manager, you will receive the necessary training from the CEG safety director and internal claims manager, and you will also receive continual assistance and support from the CEG on all program related issues throughout the year.

1. **ESSENTIAL FUNCTIONS**
2. **Required Knowledge, Skills & Abilities**

* Ability to use common office machines and software associated with the Risk Manager duties.
* Ability to effectively communicate orally or in writing.
* Ability to establish and maintain effective working relationships with employees and supervisors.

1. **Physical Demands**

* Sitting and operating a keyboard for data entry.
* Dexterity of hands and fingers to operate a computer and standard office equipment.
* Reaching to retrieve files and records.
* Hearing and speaking for exchange of information on telephone or in person.
* Ordinary physical exertion, light physical effort such as sitting, standing, walking while performing work for sustained periods.
* Ability to see and read instructions and reports.
* Ability to lift 10 to 25 pounds.

1. **Working Conditions**

* Exposure to outdoor elements such as heat, cold, snow, rain or ice when conducting or reporting on incidents, accidents, or safety hazards.
* Ability to travel.

1. **Minimum Qualifications**

* Valid Driver’s license.
* Effective oral and written communication skills.

1. **Education & Experience**

* High School Diploma or equivalent.
* Experience in Risk Management or Safety relate field (helpful)
* Attend annual training with NDACO Risk Management.

1. **Supervisory Responsibility**

* Reports to County Commissioner with Personnel Portfolio holder.

1. **Position Type/Expected Work Hours**

* Full-time position: Monday thru Friday, 8:00 am – 4:30 pm.

County department heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at any time as they determine the best interests of their departments. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

**Equal Opportunity Employer:**

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and complies with the provisions of North Dakota Human Rights Act.