



POSITION DESCRIPTION

Title: Risk Management Coordinator

Department:

Administration

Reports To:

Director of Quality and Performance

Titles Reporting to Job:

N/A

Position Summary:

Support the agency's Risk Prevention Management (RPM) systems, Risk Management Work Plans and processes to ensure the agency remains consistent in best practices for mitigating risk and ensuring agency safety. Collaborates with staff across the agency in addressing areas for task completion and improvement within risk prevention management. Support the overall safety initiatives in collaboration with Human Resources.

Essential Duties and Responsibilities:

Agency:

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers.
2. Implements the Agency mission, philosophy, core values to direct daily work and decision-making adheres to agency policy.
3. Cultivates a professional and respectful work environment.
4. To be actively involved and knowledgeable of the Agency's Risk Prevention Management Process incorporated within the Performance Quality Improvement process.
5. Ensures risk compliance with Agency and funder guidelines. Accountable for daily activities within the allowable activities approved by the Agency

Essential Duties:

Risk Prevention Management

1. Support the Risk Prevention Management process and system and updates as needed based on agency needs, best practices, funder mandates and accreditation updates.
2. Any other risk prevention management task as assigned by the Director of PQI and COO.
3. Collaborates with the Human Resources department in RPM task such as collecting workers compensation data, safety communications, agency insurance broker meetings and safety initiative execution and planning.
4. Ensures the completion of Social Current – Council on Accreditation (COA) Risk Prevention Management and program funder standards on a quarterly and yearly basis
5. Provides re-accreditation assistance by managing RPM materials as needed
6. Manages the RPM Plan and RPM Plan Assessment for each fiscal year.
7. Provides quarterly updates to the Director of PQI on RPM Plan progress and challenges.

8. Analyzes RPM Data to construct reasonable and relevant RPM outcomes, goals and timelines per fiscal year in work plans
9. Provides RPM Improvement plans as needed
10. Collaborates and provides assistance/support to Program VP's, Program Directors, ITS Director, Facilities/Transportation Director and Food Service Manager in yearly RPM work plan completion, RPM Plans and RPM dashboards and other accountability systems.
11. Coordinate task completion, deadlines and follow up items from all RPM work plans
12. Analyzes trends, tracking and outcomes through RPM Dashboards and other accountability mechanisms.
13. Collaborates with the Director of Facilities and Transportations in Emergency Response Planning for the agency, programs and departments
14. Supports the Director of PQI in RPM agency policy management, creation, edits, revisions and research as needed and requested
15. Solicits feedback regarding the RPM process and structure and uses information to better design and implement quality controls
16. Conducts agency wide training on RPM internal systems and procedures as appropriate
17. Provides records and data input of administrative RPM task such as audit narratives, results, dates and expirations of licenses, email/communication, follow up task etc.
18. Supports Director of Performance Quality and Performance with determining trends within existing agency database and platforms
19. Monitors and ensures the validity and integrity of agency data
20. Other duties assigned by the PQI Director

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions

Education/Experience:

Bachelor degree; preferred 2+ years of related experience and/or training; or the equivalent combination of education and experience.

Language Skills:

Bilingual Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Must be computer literate in Microsoft Word, and Spreadsheet management.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to computer rate, ratio and percent and to draw and interpret bar graphs.

Operating Environment and Working Relationships:

Works collaboratively and routinely with staff

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks

People Management:

Communicates effectively, skill in establishing and maintaining working relationships.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this position description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature: _____

Date: _____