

Job Title:	Coordinator, Risk Management
Grade Level/Terms of Employment:	Grade 125 / 260 days
FLSA Status:	Exempt
Work Location:	Talent Office
Immediate Supervisor:	Director, Employee Relations and Organizational Management

General Description:

The Coordinator, Risk Management leads the Risk Management Department in facilitation of division-wide loss reduction and increased safety. The Coordinator identifies, measures, and analyzes risk issues, and coordinates the implementation of recommendations for corrective or mitigation actions. The Coordinator works in collaboration with division leaders to ensure the school division complies with all applicable federal, state, and local safety regulations and guidelines.

Essential Duties and Responsibilities:

- Organizes and monitors all risk identification and evaluation activities on a day-to-day basis
- Directs RPS' system-wide risk management and loss control activities
- Directs the administration in review of Workers' Compensation claims
- Coordinates compliance and enforcement of health and safety standards
- Manages risk management claims and litigation
- Evaluates staff effectively by providing regular feedback against department goals and objects
- Performs other duties as assigned

Qualifications:

- Bachelor's Degree in Risk Management, Business, Public Administration, Finance, or a related field required
- Minimum of eight years of risk management work experience, including three years of management experience with increasing responsibility for statistical and project management work
- Ability to analyze and interpret incident investigative analysis
- Excellent interpersonal, communications, time management and organizational skills
- Proficiency in Microsoft Word, Excel, PowerPoint, and Google Suite
- Must have a valid driver's license or be able to obtain a valid Virginia driver's license within six months of hire
- Bilingual skills/fluency in Spanish preferred