

PENINSULA SCHOOL DISTRICT
Job Description

Loss Control Specialist

JOB SUMMARY:

This position works with Risk and Compliance Manager to develop, implement, and support the District's safety, security, loss prevention, claims management, and insurance and self-insurance programs. Must be able to work independently and effectively with limited supervision, using appropriate critical thinking and problem solving skills.

DUTIES AND RESPONSIBILITIES:

1. Works with the District Risk and Compliance Manager to help identify risk exposure areas and implement risk reduction protocols. To provide technical safety assistance in protecting the District's personnel, property and financial assets in order to create a safe and healthy educational environment.
2. Under the direction of the Risk and Compliance Manager, works with District's various insurers/insurance cooperatives.
3. Works with the District Risk and Compliance Manager to ensure compliance with all regulatory requirements.
4. Works with Risk and Compliance Manager to assist building and departments in meeting the WISHA requirements for Safety Committees. Works with various building committees to ensure compliance with meetings, safety bulletin boards, helps update district safety policies, handbooks, and plans. Active participation in safety and accident review committees
5. Helps coordinate and/or assist in conducting safety and risk management training sessions for employees, volunteers, and students.
6. Under the direction of the Risk and Compliance Manager, provides guidance to staff regarding safety issues, including ergonomics and environmental/chemical hygiene concerns. Coordinates with District's Risk and Compliance Manager to help resolve problems or concerns.
7. Assists in accident investigation as needed and reviews student and staff incident/accident reports and other loss reports/claims, working under the District Risk and Compliance Manager to recommend corrective actions as needed. Ensures follow-up on corrective actions for the District Risk and Compliance Manager.
8. Conducts analysis of the frequency and severity of losses, and analyses costs; prepares reports, and helps in developing goals to reduce future losses to assist the District Risk and Compliance Manager.

9. Assists District Risk and Compliance Manager in assuring compliance with OSHA and WISHA regulations, fire protection codes, and insurance provider requirements.
10. Assists District Risk and Compliance Manager in handling property/casualty claims. Works with buildings and departments to assure timely and accurate filing of claims with providers.
11. Assists District Risk and Compliance Manager in coordinating with General Counsel, attorneys, claims administrators, and others regarding claims litigation and other legal and contractual matters.
12. Participates on Worker's Compensation Claims Review Committee and coordinates with District Risk and Compliance Manager and Human Resources on Worker's Compensation and unemployment issues, including the District's return to work program.
13. Assists District Risk and Compliance Manger to provide administrators, and Community Use personnel effective contract management including reviewing contracts for indemnification language and insurance requirements and certificates of insurance for compliance with contractual requirements. Provides coverage verification as requested.
14. Investigate and process for final disposition certain liability and property claims as assigned by the District Risk Manager.
15. Must be able to establish and maintain positive, collaborative, and cooperative working relationships with both internal and external customers, including communicating consistently with tact and courtesy. Ability to effectively convey technical information to non-technical clients, in both large group and personal settings.
16. Perform other duties as assigned.

REPORTING RELATIONSHIP:

Reports to the District Risk and Compliance Manager

WORKING CONDITIONS:

Work may be performed indoors or outdoors. Travel within and sometimes outside of the District is required. Incumbent must be able to stand, walk, drive, push, pull, lift to 60lbs, bend, stoop, kneel and climb. Work activities may include bending, stooping, kneeling, entering mechanical areas, boiler rooms, chemical storage rooms, climbing onto roofs and getting into sub-floor locations. Requires regular focus on a computer screen. May be required to sit, keyboard, write, hear and speak for extended periods. Occasional attendance at meetings or activities outside of normal working hours.

AFFILIATION: Exempt

FLSA: Covered

QUALIFICATIONS:

Education and Experience

Minimum: 4 years of college, or more, or equivalent. High level of technological and records management skills required. Experience in risk management including worker's compensation, unemployment, safety, insurance, and claims management (minimum 3 years desired). Experience working in educational setting highly desirable.

Knowledge, Skills, and Abilities

Knowledge of risk management, self-insurance, claims management, and loss prevention practices.

Knowledge of laws and regulations governing student and employee health and safety, including applicable RCW's, WACs, OSPI, OSHA, WISHA, ADA, and DOH.

Knowledge of accident and injury prevention, reduction, and mitigation techniques and procedures.

Ability to understand and utilize district policies and procedures.

Ability to assist in compiling, analyzing, utilizing, and presenting data and statistics on risk-related issues.

Ability to read, analyze, and interpret basic legal documents such as parenting plans and restraining orders.

Ability to communicate effectively both orally and in writing.

Ability to work effectively with others to build consensus, resolve conflicts and problems, and function as a team member.

Ability to use good judgment and remain calm in emotionally charged situations.

Ability to maintain confidentiality.

Ability to use word processing, spreadsheet, and database software programs effectively and learn new application software as needed.

Licenses/Special Requirements

Valid driver's license and acceptable driving record; ability to travel between facilities.

Possession of or willingness to obtain Playground Inspection certification and completion of Certified School Risk Manager (CSRM) designation within 1 year of hire.