



Cow Creek Government Office

Position Description

Position Title: Safety & Risk Manager

Department: Government Operations

Reports To: Tribal Programs Officer

FLSA Designation: Exempt

POSITION PURPOSE:

This position is responsible for overseeing the Cow Creek Government Office and its entities comprehensive insurance, risk management and safety programs; assessing and identifying risks that could impact the safety, reputation, or financial success of the organization; and ensuring compliance with applicable Tribal, State, and Federal regulations.

ESSENTIAL FUNCTIONS:

- Serves as a liaison with applicable internal departments regarding occupational health and safety matters and Worker's Compensation.
- Ensure all applicable regulatory compliance of risk management related programs, policies and procedures.
- Manage the Worker's Compensation, Property Insurance policies, records and any claims that may arise.
- Develop, coordinate, and audit health and safety programs to include processes, policies and procedures.
- Ensure adequate provisions for emergency, fire, medical and related relief and disaster services for employees of the Cow Creek Government Office are met.
- Maintain current master file of Safety Data Sheets in accordance to the Hazard Communication Program.
- Accumulate, review and maintain all documents on reported employee injuries or incidents.
- Develop programs to effectively communicate and promote safety culture to all levels of employees.
- Ensure compliance with all Government Office, Risk Management and Human Resource policies and procedures.

QUALIFICATIONS:

- Bachelors' degree in Safety/Health Management, Risk Management, Insurance, and Public Administration required, with 3 years equivalent work experience.
- Certified Risk Manager (CRM) Certification or Associates in Risk Management (ARM) preferred.
- Extensive knowledge of property/casualty insurance, workers compensation required.

- Ability to plan and manage projects and programs.
- Knowledge of pertinent laws, codes, policies, and/or regulations.
- Knowledge of Cow Creek Government Office corporate and department policies and procedures.
- Must be willing to adhere to company health and safety measures (COVID vaccinated, wear face asks, other PPE, social distancing)
- Current and valid Oregon Drivers' License required, with the ability to qualify for the CCBUTI's Drivers Program.