

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

POSITION TITLE: Risk Management Assistant Post Graduate Trainee (2 years)
POSITION NUMBER: 05193
DEPARTMENT: Risk Management
LOCATION: Skenandoah Complex
DIVISION: Finance
RESPONSIBLE TO: Risk Manager
SALARY: NE05 \$14.01/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: March 27, 2019
TRANSFER DATE: April 3, 2019
CLOSING DATE: Until Filled
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This Program is designed for applicants who have completed their post-secondary education and would like to gain work experience in their field of study. Applicant will be hired in a Tribal Department to gain work experience and will be expected to sign a Work Expectation Agreement. This position is for a two (2) year placement and will end after the two (2) years is completed. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Gain meaningful work experience in designated field of study.
2. Learn all aspects of the position.
3. Maintain working relationship with all departments and external programs partners.
4. Property and Casualty Program: Administer vendor insurance certificates of insurance: Receive, review for appropriateness, enter into AS400 system for tracking, request renewal certificates from vendors monthly, Process requests for Nation insurance information to broker.
5. Frequent contact with external vendors and insurance representatives.
6. Work closely with Licensing and Accounting departments for certificates of insurance administration. Authority to deactivate vendors not in compliance with insurance requirements.
7. Maintain all incident reports and additional related information in electronic files; maintain property/casualty/workers compensation claims database; request information from other departments and external parties as needed; provide claim information to insurance claim representative; assist with all program aspects as assigned.
8. Assist with the maintenance of the Nation's property values list.
9. Assist with information gathering from other departments as a critical component of the Nation's annual coverage renewal.
10. Health & Benefits Program: Assist with departmental responsibilities as assigned to include program communications; contacting external health systems to arrange wellness initiatives; coordinating program functions with contracted medical service providers; program processes documentation; coordinate arrangements for annual employee health care meetings; other duties as assigned.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

JOB DESCRIPTION

Risk Management Assistant Post Graduate Trainee

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Office environment with moderate noise level, frequently walking, sitting. Occasionally lift and/or move up to twenty-five (25) pounds.
2. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Ability to exercise initiative and independent judgement.
2. Ability to communicate efficient and effectively both verbally and in writing.
3. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
4. Skill in time management.
5. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
6. Must be willing and able to obtain additional education and training.
7. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
8. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
9. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal vehicle under the Oneida Nation's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Knowledge of computer systems to be able to efficiently adapt to Nation systems.
2. Excel/spreadsheet knowledge.
3. Ability to interact/communicate effectively with internal and external customers.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be an enrolled member of the Oneida Nation.
2. Minimum Associate Degree in Business or related field.

ITEMS TO BE SUBMITTED:

1. A copy of degree is required.
2. Two (2) current letters of recommendations.