

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Dr
Green Bay, WI 54303



OR MAIL TO:
Human Resource 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.

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Risk Management Coordinator
POSITION NUMBER: 02539
DEPARTMENT: Risk Management
LOCATION: 909 Packerland Dr Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Risk Manager
SALARY: E4 \$39,966/Annually (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: May 3, 2021
CLOSING DATE: May 10, 2021
Transfer Deadline: May 10, 2021
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

Assist in developing and implementing the risk management strategies and processes in accordance with established laws, regulations, policies, and procedures. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Maintain sound working relationships with all departments and external business partners as well as act as a resource for information and questions.
2. Work extensively with spreadsheets, Oneida accounting system and various software systems.
3. Participate in all risk management notices and claims; participate in Workers Compensation claims reviews and assist in the coordination of claims administration.
4. Review and evaluate incident/liability reports for completeness and clarity; coordination and administration of all property and casualty claims; provide Property and Casualty loss information to appropriate internal and external parties.
5. Assist with analysis of Workers Compensation and Liability data to ensure compliance with policy and regulatory requirements and to identify areas with excessive claims; coordinate with Insurance Safety professionals to make strategic recommendations for reducing frequency and severity of losses.
6. Coordinate annual insurance renewal submission to obtain the most favorable, cost-effective Property, Casualty and Worker's Compensation coverage and services.
7. Assemble information and complete process for submission of all Property and Casualty coverage related audits.
8. Coordinate the collection and maintenance of claims data and records; develop and submit regular and ad hoc loss data reports and analyses; assist with managing insurance brokers and insurers' loss prevention services.
9. Coordinate vehicle incidents investigations, prepare and communicate investigation reports internally to affected personnel.
10. Oversee tracking, maintenance, and accuracy of certificates of insurance program, Tribal property inventory, and valuations for insurance purposes; make or recommend changes as appropriate.
11. Process requisitions and invoice payments under department responsibility.
12. Assemble information and complete process for annual insurance premium allocation to Business Units.
13. Contribute to department's effectiveness by identifying short-term and long-range issues and goals and assist in addressing them; recommending options and courses of actions; implementing directives.
14. Assist with contract reviews as assigned by the Risk Manager.
15. As assigned, assist Risk Manager with all department responsibilities for the Nation's health and benefits program.
16. Provide information for annual fiscal year audit as requested by Accounting.
17. Participate in position related educational and networking opportunities when available.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

JOB DESCRIPTION
Risk Management Coordinator
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DUTIES AND RESPONSIBILITIES:(Cont.)

19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
20. 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.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; use hands reach with hands and arms; and talk and hear. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. 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. Knowledge of applicable federal, state, county and local laws, regulations, and requirements including Tribal Sovereignty.
2. Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
3. Knowledge of internet web page access and downloading files.
4. High level of skill and experience in operating various word-processing, spreadsheets, database, and financial software programs.
5. Must be detail oriented and possess exceptional organizational skills in electronic filing and data input.
6. Ability to take initiative to identify problems and propose solutions.
7. Ability to communicate effectively, both verbally and in writing.
8. Ability to interact and maintain professional working relationships.
9. Ability to exercise independent judgment.
10. Ability to work independently and meet strict timelines.
11. Ability to be persuasive and tactful in controversial situations.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Tribes Drug and Alcohol-Free Workplace Policy during the course of employment.
15. 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 Nations Gaming Division.
16. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational 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 Driver Certification and Fleet Management Law 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 tribal operations.
2. Knowledge of Property & Casualty insurance claims and application processes.
3. Three (3) years of work experience in securing insurance coverage for an organization.
4. Knowledge of Tribal Sovereignty.

MINIMUM QUALIFICATIONS:

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

1. Associate Degree in Business or related field.
2. Three (3) years of executive level administrative work experience; and/or an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**