



*13394 W Trepania Road
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Job Announcement

Position: **Risk Manager**
Posting Date: October 6, 2020
Closing Date: Open Until Filled
Salary: Negotiable (D.O.Q.)
Location: LCO Tribal Government Building
Supervision: Accounting Controller
Administration: LCO Tribal Government Personnel Policies and Procedures Manual

Position Summary:

The Risk Manager for the LCO Tribal Government will report to Accounting Controller and shall fulfill the requirements of the Property & Casualty / General Liability plan; along with the LCO Workers Compensation plan; and develop a Risk Management Plan. The scope and function of the program interfaces with many operational departments and services throughout the Tribal Government. The risk manager shall strategize to prevent the tribe from business, financial, legal, and security loss, and shall strive to secure the tribes reputation by controlling risk or the possibility of it.

Qualifications:

1. The successful candidate will be a strong manager who is innovative, motivated, and understands the principles of risk management and asset protection programs relating to general and financial liability protection, and has the ability to identify, evaluate, control and minimize the Tribal Governments exposure to potential loss or liability.
2. Must have mature characteristics and be extremely dependable, reliable, and accurate.
3. Tribal preference applies.
4. Bachelor's or Associates degree with an emphasis in risk management, insurance, business administration, or a closely related field is preferred.
5. Strong computer skills including knowledge of Windows, Microsoft Word, Excel, Publisher, and database applications.
6. Must be willing to pursue formal education related to workers compensation and risk management.
7. Pass background check(s), a preliminary background check will be performed upon receipt of employment application.
8. Must be a motivated self-starter and have the ability to work independently with minimal supervision and to plan work from day to day to ensure duties and responsibilities are met.

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9. Skill, diplomacy and ability to deal effectively with employees and the general public; and ability to exercise tact and diplomacy in official association with Federal, State, and local agencies, and with private and national organizations.
10. Must be able to pass a pre-employment drug screen.

Required skills, knowledge and abilities:

- Demonstrating knowledge and use of current technology and information systems:
- Proven ability to handle confidential information
- Ability to be courteous and professional even under pressure
- Knowledge of applicable State and Federal codes and laws;
- Ability to work with and take direction from the Insurance Committee to accomplish goals.
- Experience in risk management and workers' compensation operations
- Experience managing casualty insurance and claims programs; coordinating with third party administrators; and identifying loss producing conditions and implementing practices to minimize risk
- Computer proficiency and technical aptitude with the ability to utilize various software programs.
- Good knowledge of policies and procedures, willingness to learn.
- Excellent verbal and written communication and organization skills are required.
- Demonstrating management and leadership skills.

Duties and Responsibilities:

- a. Leads the identification, communication, measurement, and management of company-wide risk.
- b. Managers insurance procurement, develops and implements risk management and compliance policies/procedures, and manages claims and litigation.
- c. Managers relationships with third party service providers including brokers, underwriters, and other third-party administrators.
- d. Evaluates and provides recommendations regarding selection of policies, including but not limited to: Property, Casualty, General Liability, Workers' Compensation, Directors and Officers, and Cyber-risk policies.
- e. Coordinates and submits, as necessary, the gathering of insurance policy renewal data.
- f. Partners with all departments regarding incident reports and claims or losses.
- g. Investigates, resolves, and responds to all property and liability claims.
- h. Provides timely notification of claims to insurance carriers.
- i. Develops and communicates plans to address loss events.
- j. Works with the company's insurance brokers to respond to requests for certificates of insurance and claims history document.
- k. Partners with key stakeholders to develop and implement standards, processes, programs, and best practices related to risk management.
- l. Identifies potential risk exposures, recommends solutions, implements approved programs, promotes loss prevention, and updates and monitors compliance.
- m. Manages all phases of the claims process from intake and investigation through litigation, settlement, and /or trial, and consults and/or participates in negotiations, conferences and mediations with adjusting companies, outside legal counsel, staff, claimants, and other involved parties.
- n. Manages the workers' compensation and incident reporting program and processes, assesses, and reports claims to carriers as appropriate.
- o. Other duties as assigned.

Application Procedure:

Submit a completed LCO Employment Application and Authorization to Release

***LCO Tribal Government
Human Resource Department
Insurance/Risk Manager***

Information, resume, at least three (3) personal reference letters, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

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Tribal Preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.