



APPLY ONLINE AT:
www.sdao.com



Date Posted: 1/11/2022
Position Closes: 2/8/2022

How to Apply:

If you are interested in applying for the Risk Management Consultant position, please provide the following by the closing date of February 8, 2022 by 5pm.

Please send your application packet to hr@sdao.com.

- A current resume
- A cover letter that clearly outlines how your education, skills, abilities and experience meet or exceed the minimum qualifications and essential functions of the SDAO Risk Management Consultant position
- A completed SDAO employment application
- Completed supplemental questions

About SDAO:

Special Districts Association of Oregon was formed in 1979 to give special districts a stronger and united voice at the Oregon Legislature. SDAO provides advocacy with state administrative agencies and other units of government, training, information resources, and other support programs. Membership has grown to over 950 local government members.

Risk Management Consultant

For more information and a full job description, visit <https://www.sdao.com/sdao-job-openings>

Special Districts Association of Oregon believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to only the work identified. It is expected that each employee will offer his/her services wherever and whenever necessary to ensure the success of SDAO.

General Position Summary:

The Risk Management Consultant is responsible for providing technical loss control and risk management services to Association membership; includes on site risk assessments, consultations, and training activities.

The Essentials

- Conducts on site visits and inspections of association member locations; surveys and identifies risks and hazards; investigates method and means to eliminate or control hazards; advises members on plan of action and regulatory compliance with goal of identify our members' needs and provide the tools and resources to assist them in implementing strategies for preventing and mitigating losses.
- Conducts on site building inspections of association member facilities; surveys and identifies property risks and recommendations to eliminate or control exposures; advises members on plan of action.
- Provides on-site technical loss control/risk management assistance, systems and programs for association members such as written safety policies, safety videos, industrial hygiene assistance, safety committee training and various other safety related training topics.
- Maintains current awareness of existing, new, and revised applicable statutes, codes, regulations, and rules and provides guidance, direction and advice to association members and staff regarding them.
- Assists Risk Manager with development of training programs and coordination of training on pertinent safety/risk management issues (e.g., hazardous materials, bloodborne pathogens, personal protective equipment, first aid/CPR.)
- Provides support and assistance to other association departments as required.
- Assist Underwriting Department with review of high-risk members to the Pool.
- Assist association members with implementing a return-to-work program; works closely with Return-to-Work Consultant to develop and implements RTW programs.

Risk Management Consultant



Specific Job Knowledge, Skills, and Abilities:

- Considerable knowledge in OR-OSHA and other safety regulations.
- Considerable knowledge of loss prevention principles and practices.
- Ability to communicate complex subjects and sensitive information, both orally and in writing with other employees and Association members.
- Ability to communicate effectively before groups.
- Ability to collect, analyze and interpret data and recommend sound policies and practices based on that data.
- Considerable skill in developing and delivering training programs.
- Able to work independently with minimal supervision.
- Must be able to independently establish own working schedule and tasks; able to execute work functions outside of typical office environment and often while on the road.
- Able to travel extensively within the state of Oregon to conduct inspections and provide trainings etc., to membership; includes overnight travel.

Supervisory Responsibility:

None



Education, Experience, and Certification/Licensure:

Required

- Must have a current and valid driver's license.
- Associates Degree in Risk Management, Insurance Management, Public Administration or Business Management or closely related field
- Minimum of three years of loss control/risk management experience

OR

- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job

Desired/Preferred

- Bachelor's degree in Risk Management, Insurance Management, Public Administration or Business Management or closely related field



Do you think you would be a good fit for this position?
If so, please visit <https://www.sdao.com/sdao-job-openings>
for more information and the full job description.