



Monarch Job Description Acknowledgment

Job Title: Director of Safety and Risk Management

Job Type: Administrative

Category: Human Resources

Job Exposure Level: I

HIPAA Level: I, II, III, IV, V, VI, VII, VIII

Job Purpose: The primary responsibilities of the Director of Safety and Risk Management are to provide leadership in the administration of the Agency's efforts; to develop, plan, implement and supervise the Agency's safety and risk management program. This includes a leadership role in Environment of Care, Emergency Management, and Life Safety Agency strategic initiatives.

Essential Job Functions:

1. Researches new regulations and developments in the field of Health and Safety and recommend changes in the Agency's program; complies with federal, state, and local safety regulations by studying existing and new legislation; anticipates future legislation; interprets standards, and enforces adherence to regulations.
2. Identifies best practices and leads continuous improvement initiatives to reduce work process risks, raise safety awareness, and improve safe work practices.
3. Develops, recommends, and implements new safety policies and strategic objectives. Controls hazardous working conditions and unsafe employee practices through site visits, safety plans, and education of all supervisory personnel; writes job specific safety plans; schedules job site visits and safety audits.
4. Serves as the Agency's Safety Officer.
5. Ensures full compliance of the safety and risk management plan.
6. Reviews documentation to ensure all required onsite records and reports are complete, accurate and submitted per established procedures.
7. Reinforces safety awareness in a manner that promotes cooperation and improved morale.
8. Develops and conducts or coordinates staff training and educational programs in both formal and informal settings in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment. Coordinates employee safety programs to determine their adequacy including a review of short and long-term strategic safety planning and development.
9. Facilitates all safety committee meetings for the East and West Agency regions.
10. Champions Agency's Safety Recognition Program.
11. Provides technical advice, coaching, guidance, and mentoring to employees on safety initiatives and necessary changes.
12. Assists in the tracking of the Experience Modification Factor while increasing awareness of the Experience Mod Factor.

13. Act as a liaison and coordinates with insurance carrier's risk control specialist; contractors, etc. and serves as the primary contact for any insurance and government-related safety inspections. Accompanies all or ensures agency representation in all safety, health and insurance inspectors on walk through inspections when practical.
14. Conducts work area inspections and assists in personal injury investigations as needed.
15. Provides regular documentation and communication as requested.
16. All other duties as assigned.
17. Maintain trainings as required and requested.
18. Demonstrate knowledge of and comply with all agency policies and procedures.
19. Drive and travel as required.

Prerequisites:

1. Bachelors degree in safety sciences, quality management, or or related field.
2. Must have knowledge or training in the following: occupational health, safety, and environmental compliance with applicable federal and state regulations and standards; demonstrated knowledge of delivering hands-on health and safety training and leadership and project management skills.
3. Professional experience in healthcare preferred.
4. Proficient with Microsoft Office programs especially Word, Outlook, Excel, PowerPoint
5. Must be able to frequently travel to Agency sites.
6. May be required to work before or after normal agency operating hours and weekends in response to project needs or emergencies
7. Valid North Carolina Driver License.

Requirements:

- Proficient in Microsoft Office and HRIS systems.
- Reading/writing/oral presentations/communication.
- Skill in Mathematics.
- Frequent standing, walking, and driving
- Ability to solve problems as they arise.
- Ability to influence/motivate to provide direction
- Ability to multi-task in projects w/budgets
- Ability of good judgement and creative thinking
- Ability to be highly self motivated, self-directed

Training Requirements:

HIPAA Privacy Security

Cultural Competence

Debt Reduction Act

2016 Employee Handbook

Orientation Brief History of Disability Treatment

Orientation Monarch History

Orientation to Monarch Services

Orientation Monarch Values

Orient Natural Supp;Comm Inclu;Soc Capital

Orient Rights&Resp;PreventingAbuse,Neglect,Exploit

BLOODBORNE PATHOGENS INITIAL & ANNUAL REVIEW

Safety Competency

Confidentiality Agreement

Clients Rights Abuse, Neglect and Exploitation

Dismissal Acknowledgement

Code Of Ethics Acknowledgement

Safety Data Sheet Informations

Burt's Law (Senate Bill 445)

Conflict of Interest Statement

Trauma Informed Care

Hand Hygiene Policy

Developmental Milestone Training

Please sign below to confirm that you have read and understand the above requirements.

Employee Signature _____ Date _____

Manager Signature _____ Date _____