



**California
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives.

PROGRAM/DEPARTMENT: Administration LOCATION: Santa Rosa	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel. CHD is an Equal Opportunity Employer
JOB DESCRIPTION TITLE: Risk & Compliance Director	POSITION STATUS: Full Time FLSA STAUS: Exempt
SALARY: Grade 14	Program Hours: Mon-Fri various hours

SUMMARY: The Risk and Compliance Director works with the agency to advise Management of any potential risks that may affect the reputation, safety, security, financial sustainability and existence of the agency. This position is expected to provide a quality assessment of the risk management policies, procedures and protocols. This position reports to the CEO and is a member of the executive team.

ESSENTIAL RESPONSIBILITIES AND DUTIES: Under the supervision of the CEO, the Risk & Compliance Director is responsible for:

RISK & COMPLIANCE 60%

- A. Conducts risk assessments, collecting and analyzing documentation, statistics, reports, and market trends.
- B. Responsible for CHD’S Safety Program “Safety Begins with Me”
- C. Manages worker compensation insurance.
- D. Manages all other insurance policies.
- E. Establishes policies and procedures to identify and address risks in the organization’s programs and departments.
- F. Reviews and assesses risk management policies and protocols; makes recommendations and implements modifications and improvements.
- G. Recommends and implements risk management solutions such as property and casualty insurance, safety and security policies and practices, business continuity plans, and recovery measures.
- H. Reviews and analyzes metrics and data such as cash flow, inventory, and employee activity that could uncover fraudulent behavior.
- I. Drafts and presents risk reports and proposals to executive leadership and senior staff.
- J. Prepare and manage annual budget. Ensure expenditures are properly controlled.
- K. Develop and maintain a claims administration program for prompt notification of all losses and to see all claims through to settlement.
- L. Monitor CHD compliance with provisions of Cal OSHA and other applicable laws and regulations.
- M. Perform and report on the annual Risk Assessment.

N. CARF accreditation contributor.

CONTRACT MANAGEMENT 40%

- A. Review contracts, grants, facility leases, and purchase documents to reduce risk exposure through hold harmless provisions and funding out clauses.
- B. Support efforts to complete and present timely summaries of funding opportunities; develop outlines and proposal drafts; coordinate development of proposals with relevant internal and funding source staff.
- C. Formulate and complete narrative needs statements, goals and objectives, work plans, evaluation components, required charts and tables, as well as budgetary elements as needed and directed by supervisor.
- D. Support the Development team with packaging and submitting complete proposals, concept papers and other funding documents in a timely manner.
- E. Responsible for tracking of MOU's, letters of support, contracts and commitments related to CHD programs.
- F. Complete other duties as assigned.
- G. Actively participate in the safety program and provide meaningful suggestions for working safely.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- A. Ability to read, analyze and interpret general service contracts or governmental regulations in English.
- B. Ability to communicate effectively verbally and in writing.
- C. Spanish-speaking ability highly desirable

MATHEMATICAL SKILLS:

- A. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- B. Ability to compute rate, ratio, and percent and to create and interpret charts and graphs.

REASONING ABILITY:

- A. Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- D. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Ability to use effective judgment in crisis situations
- F. Ability to solve problems and resolve conflicts effectively
- G. Should be one of caring and concern for other employees and clients served.
- H. Should build lasting relationships with both, giving them confidence in your skills and ability.
- I. Ability to maintain own psychological well-being.
- J. Ability to recognize and manage personal bias.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

EDUCATION: Bachelor's degree in Risk Management, Finance, or related field required.

EXPERIENCE: Minimum three years of related Risk Management or Finance experience preferred.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

Frequently: Sitting, Standing, Walking, Lift up to 25 lbs, Carrying, Seeing, Hearing, Speaking

Occasionally: Lift up to 40lbs, Pushing, Pulling

Seldom: Stooping, Climbing, Squatting, Kneeling, And Twisting

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. May have exposure to hazardous materials/conditions.

CERTIFICATES, LICENSES:

- Valid California Driver's license.
- Proof of insurance on personal automobile.
- Satisfactory DMV printout of driving record.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____