

## Employment Opportunity

**Position Title:**

Director of Risk Management

**Organization:**

Easter Seals (via McDermott & Bull)

**Location:**

Santa Ana, CA

**Job Description (including education/experience requirements, benefits, duties, etc.)**

The Director of Risk Management develops, establishes, and oversees accreditation/regulatory compliance, risk management, and insurance renewals for all of ESSC. Ensures policies, processes, procedures, and controls conform to established standards and guidelines.

**Scope of Responsibility:**

- Leads organization in developing, implementing, and monitoring the organization's Risk Management plan.
- Monitors performance in a formal and periodic risk management process; coordinates consultation with external entities and prepares annual report. -
- Provides consultative risk management support in developing and/or reviewing organizational policies and procedures. As the HIPAA Compliance Officer for the organization, oversees HIPAA compliance, reviews practices and training. Advises leadership on critical issues to reduce or control organizational liability.
- Supports services to meet accreditation and comply with other regulatory standards as applicable by law, and establishes effective systems to monitor compliance and service improvement. Leads administrative services in tri-annual review by Commission on Accreditation of Rehabilitation (CARF) and advises leadership on annual changes.
- Coordinates efforts to maintain effective systems for transportation services in all service lines.
- Promotes the health and safety of associates in all services. Analyzes injury, illness, and incident reports and makes recommendations related to regulatory compliance, trends, preventative action, and risk management. Maintains organization's Injury & Illness Prevention Plan (IIPP) to meet Cal/OSHA requirements.
- Monitors, evaluates, and creates improvement in the workers' compensation program of ESSC.
- Responsible for the renewal of all business insurance coverages.
- Experience in establishing and monitoring emergency preparedness programs and emergency response.

**Position Requirements:**

- 10+ years' experience in risk management, quality improvement, safety and/or regulatory compliance, or equivalent combination of education and experience.
- Demonstrated knowledge of principles, practices, and techniques of risk management.

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- Knowledge of Federal, State, County and local regulations including Cal/OSHA, Title 5, 17, and 22.
- Ability to properly interpret and implement policies, procedures, and regulations; consistently demonstrate good judgement and decision making skills; and exercise discretion and confidentiality in all situations.
- Ability to remain focused and flexible, while shifting multiple priorities.
- Ability to communicate effectively through oral and written communication skills, with all levels of the organization and the general public.
- Ability to maintain criminal record/fingerprint clearance from the Department of Justice and Federal Bureau of Investigation per ESSC and/or program requirements.
- Mission Critical Objectives:
  - Establish a comprehensive understanding of the organization's current risk management issues, in terms of core strengths and development areas.
  - Quickly win credibility as a risk management and mitigation leader capable of significant impact through leadership practices, insight and maturity.
  - Build upon and promote the strategic risk management vision and initiate change by implementing and improving policies and procedures throughout the organization.

### **About Easter Seals**

*Easter Seals provides services to help children and adults with disabilities and/or special needs as well as support to their families. We've been helping families for nearly 100 years. Today, Easter Seals assists more than one million individuals and their families annually at more than 550 Easter Seals service sites across the country. Each center provides top-quality, innovative services tailored to meet the specific needs of the people they serve. Easter Seals headquarters in Chicago and provides assistance to more than 70 affiliates through management training, implementation of best practices and consultation services.*

*Every year, more than one million individuals benefit from Easter Seals services. Additionally, Easter Seals helps more than 100,000 physicians, therapists and other professionals learn ways to improve services for people with disabilities through professional education programs.*

*Their Purpose: To change the way the world defines and views disabilities by making profound positive differences in people's lives every day.*

### **Respond to:**

Please contact Laurie Henderson via the following:

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