

Human Resources and Risk Management Director

Job Description

TYPE OF POSITION: Full Time, Exempt

Reports to: Executive Director

Supervises: Administrative and Billing Support Staff. Provides additional supervision as assigned and agreed.

SALARY: Pay Grade F, Range Dependent on Experience and Education

JOB SUMMARY: Reporting to the Executive Director, the Human Resources and Risk Management Director assists in day to day operations of ACCA, performing a range of administrative duties, including coordination of accreditation activities.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, or related field preferred. Work experiences in related positions may be substituted, with demonstrated ability to perform required job duties.
- A minimum of three years administrative experience, including fiscal accountability, is required.
- A minimum of one year human resources experience.
- Experience with children and/or adults and families in the field of disabilities or special education desirable.
- Ability to communicate clearly, both oral and written, as well as interact with the public.
- Proficient technology use across a wide range of platforms and devices, including computers and commonly used office software programs with the capacity to learn new technology.

JOB RESPONSIBILITIES:

1. Administrative Services

- a. Assists with oversight of agency programs in accordance with federal, state and funding regulations.
- b. Assists in development, implementation and oversight of ACCA Policies and Procedures.
- c. Provides staff support to Board committees and chairs including preparation of board agendas, e-voting, communication and maintaining board records.
- d. Provide direct supervision of front office administrative personnel, including oversight of billing services and participation in hiring and termination of departmental staff.

2. Risk Prevention Management

- a. Provides management and oversight of agency contractual relationships.
- b. Ensures compliance with RFP procedures in solicitation of annual State Single Audit.
- c. Oversee technology contracts with providers including phones, cell phones, internet, network and any associated maintenance or work requested.
- d. Obtains written Memoranda of Agreement with local and outreach human service provider agencies.
- e. Develops and implements lease agreements for use of space in the ACCA Community Center and main building.
- f. Oversees accreditation requirements during accreditation cycles.
- g. Acts as Risk Prevention Management Coordinator
 - i. Manages and ensures implementation and effectiveness of the Risk Prevention Management Plan
 - ii. Implements policies and procedures that leads to positive and measurable impact for stakeholders while minimizing agency exposures.
- h. Maintains continuous risk prevention management efforts monitoring, reporting, and implementing change.
- i. Creates quarterly monitoring reports produced for stakeholders.
- j. Works to monitor internal agency procedures and record-keeping to maintain compliance with agency policies, federal and state regulations.

- k. Oversees agency insurances as the liaison to insurance brokers and carriers.
- l. Oversees building maintenance and mechanical work, including snow removal and lawn maintenance

3. Human Resources

- a. Assist the Executive Director in the selection of ACCA benefits and insurance providers.
- b. Oversee ACCA benefits including insurance, dependent care, retirement plans and other benefits, in partnership with the Finance Coordinator.
- c. Maintain employment records for agency personnel, in partnership with Finance Coordinator.

4. Program and Community Support

- a. Support program and agency community relationships by participating in community outreach opportunities as appropriate or assigned.
- b. Supports financial soundness and growth of agency by participating in marketing, public relations, corporate solicitations, membership drive, ongoing and major fundraising events, and communications to ACCA consumers and the community.

5. General ACCA staff activities include:

- a. Demonstrate computer literacy to be self-sufficient in:
 - Proficient technology use with a wide range of platforms and devices;
 - Internet skills and safe internet practices;
 - Utilization of agency technology systems;
 - Ensuring compliance with agency electronics compliance policies.
- b. Complete administrative paperwork including, but not limited to:
 - Mileage/travel expenses;
 - Time tracking and leave requests;
 - Documentation of training;
 - Purchase order requests or other agency documentation.
- c. Attend and participate in staff meetings and training required by the State of Alaska and ACCA. Participate as a member of the Performance and Quality Improvement Team.
- d. Practice professional work habits including dependability, ethical practices, ethical communication, adherence to personnel policies and procedures, effective time management, independence, teamwork and responsibility. Maintain positive working relationships with co-workers and community members.
- e. Pursue professional growth opportunities and training as funding and time allows.
- f. Other duties may be assigned.

WORK ENVIRONMENT AND PHYSICAL EFFORT: General office environment. Conditions are pleasant, clean and professional where accidents/hazards are negligible. Requires use of computer, fax, copier and other relevant office equipment of software. Clear diction, listening skills and appropriate professional office and telephone etiquette are necessary for effective communication with staff and public. May be exposed to illness-causing bacteria and viruses. Occasional required travel in employee's own insured automobile including access to federal installations which require a Real ID or Passport.

EQUAL EMPLOYMENT AND OPPORTUNITY STATEMENT: ACCA, Inc. is committed to the policy of providing equal employment opportunities for training, compensation, transfer, promotion, and other aspects of employment for all qualified applicants and employees without regard to sex, race, color, religion, national origin, age, disability, marital status, sexual orientation, or veteran status.