



INTERNAL/EXTERNAL JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Risk Management - Ft. Defiance, AZ
SALARY : \$18.4703 per hour
CLOSING DATE : Friday, May 17, 2024 at 5:00 p.m.

Class Summary:

This class is the second of five levels in the Compliance series. This is a broad classification encompassing incumbents that perform a variety of specialized claims investigation and labor compliance duties. Specific duties will vary in accordance with assigned area: **Risk** - Specific responsibilities may include investigating accidents and incidents involving losses of NHA property to determine cause; recommending preventative solutions; examining worker's compensation claims; communicating benefits to claimants; and preparing related documentation and reports. **Compliance** - Specific responsibilities may include inspecting work sites to assure compliance with federal labor standards; certifying payroll records; validating contractor documentation; interviewing workers to investigate compliance violations; and confirming compliance with Indian Preference in Employment. The Compliance Specialist is distinguished from the Compliance Technician in that it is responsible for the investigation and inspection of compliance issues. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Adjusts, processes, and verifies a variety of claims which includes reviewing accidents, investigating injury claims and property damage claims, reviewing reports, responding to incidents and accidents, determining the cause of injury, reviewing claims for completeness, determining claim adjustment amounts, and related activities.
- Reviews operational compliance with internal and external regulations, standards, laws, codes, and related policies. May investigate compliance issues and complaints.
- Provides customer service to the public, external agencies, staff, and/or other interested parties regarding applicable policies and procedures related to compliance activities; researches and responds to complaints, inquiries, and/or requests for information.
- Reviews, prepares, processes, and distributes a variety of reports, records, claims, files, and business correspondence regarding claims activities including injury reports, memorandums, billing statements, claims records, investigation reports, employee files, lawsuit records, and/or related documents.
- Performs other duties of a similar nature or level.

Required Skills:

- Claims processing principles and practices;
- Claim file management principles;
- Insurance terminology;
- Investigation techniques;
- Customer service principles;
- Maintaining records;
- Collecting data
- Preparing reports
- Applicable Federal, State, and local laws, rules, and regulations;
- Computers and related software applications
- Communication, interpersonal skills as applied to interaction with subordinates, co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Required Experience:

- Associate's degree or two-year technical certificate in accounting, risk management, or related field to area of assignment or an equivalency;
- Three years of related compliance experience
- Valid Driver's License

How to Apply:

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.

05/06/2024