

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Safety and Health Associate

**Department: Central Services –
Gracey**

**Grade K
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: July 2021

**Reports To: Safety & Health
Director**

Purpose of Job

The purpose of this job is to perform administrative duties that pertain to all job functions and to provide support to the OJI, Risk Management/Safety Office and Human Resources Department. The following job functions include: OJI (On the Job Injury) assists in Vehicle, General Liability, and Property Damage Claims, and provides general administrative support to the Onsite Medical, OJI, Risk Management, Security and Emergency Preparedness, and Safety Office function.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists with maintaining monthly fire, safety drills and playground reports on the safety portal.

Assists in the preparation of documentation associated with OJI claims by school employees; verifies claims; manages claims; forwards bills for payment; maintains records of claims.

Completes purchase orders and keeps track of receiving merchandise for the Onsite clinic and the Safety & Health Department.

Maintains supplies inventory for Safety and Health Department.

Completes and maintains all files and documentation for the Safety & Health Department.

Completes acceptance, denial, and updates notification letters to injured employees.

Process all medical bills for bill review and invoices for related claim cost.

Completes contracts for contracted vendors.

Requests and enters required documentation for new vendors and necessary claims.

Assists in updating disaster recovery plans and school crisis plans including emergency maps on the Emergency Management Plan.

Assists in conducting investigations of and officially reports on all On the Job Injuries (OJI's), visitor accidents, and vehicular accidents involving CMCSS owned vehicles and equipment, when necessary.

Assists with all insurance claim related documentation, claims files, insurance payments, and insurance related communications.

Assists with coordinating SDS, Chemical Inventory, and OSHA Hazard Communication Program, and any other Safety and Health / Safety / OJI Programs. Also coordinates the placement of SDS's online on the CMCSS website.

Assists and Maintains, copies, and processes all OJI Claims initiated by school employees. OJI files are maintained and copies made along with all required forms.

Assists and Maintains active Workers Compensation files.

Prepares and or generates routine correspondence, letters, memoranda, forms, reports and other documents via computer.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Responds to routine requests for information or assistance from officials, members of the staff, the public or other individuals.

Assists with handling of General Liability, Property Damage, and Vehicle Claims.

Prepares Vendor Contracts and Vendor Numbers.

Assists in the tracking and completion of data for annual OSHA Report.

Coordinates travel accommodations for Staff Development for the Onsite clinic and the Safety & Health Department.

Inventory Control Representative for the Safety & Health Department.

Assists and schedules the instruction OJI re-training courses.

Assists in compiling weekly claims reports for OJI and Property/Casualty Related Claims.

Assists with the development and maintenance of employee injury statistics reports.

Assists with maintaining the school system's OSHA-required recordkeeping.

Assists with the maintaining of the Intro to Incident Command Systems for Schools and Intro to National Incident Management Systems for Online Professional Development. Collects certifications and issues professional development credit for completion to employees, as necessary.

Assists with the coordination and setup of Alive and Well / Staff wellness events.

Assists with tasks relating to school nurses, insurance, OJI, Onsite Clinic, Fire Marshall, Coordinated School Health, School Safety Drills, OSHA, EPA.

Completes weekly check entry and batch.

Coordinates and instructs safety training for injured employees.

Completes monthly trending reports for on-the-job injury, property, and general liability claims.

Completes yearly Insurance renewals.

Assists Coordinated School Health Supervisor in reviewing mini-grant applications and completing check requests.

Assists Coordinated School Health Supervisor in entering school screening data for state reports.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma (or GED) required, with six months of general office experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Human Resource practices as they pertain to the performance of duties relating to the job of Safety and Health Associate. Has considerable knowledge of Human Resource practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which includes a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Safety and Health Associate. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Safety and Health Associate.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Safety and Health Associate.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date