



**SHASTA-TRINITY SCHOOLS**  
INSURANCE GROUP

*Serving Schools Since 1980*

Position Description

**Title: Prevention Services Manager**

Position:

Status: Exempt  
Salary range: \$60,000-\$75,000  
Work Year: 12 months

**BASIC FUNCTION:**

Liaison between the member districts, third-party claims administrator, and STSIG; Design & and implement return-to-work strategies; Train and support member districts with prevention strategies; Perform independent, specialized work related to accident and loss prevention and safety; make recommendations for compliance with regulations pertaining to occupational and environmental safety and health; Participate in open enrollment for health programs.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the functions described below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position. Still, it is intended to reflect the principle job elements accurately.)**

Provide prevention and motivational presentations to district staff of all levels with an engaging presence.

An active resource to member districts supporting JPA-wide prevention and wellness services, promoting JPA and district programs.

Expand workplace wellness amongst membership; participate during open enrollment to communicate health plan components available to district staff and their dependents.

Design and implement return-to-work strategies in coordination with member districts.

Create, implement, and analyze prevention and wellness incentives.

Work with regional medical providers to ensure the injured worker receives the medical care they deserve; Develop relationships with providers to ensure a mutually beneficial partnership with the JPA.

Develop and maintain a comprehensive, continuous accident and loss prevention program, utilizing various techniques and procedures; assist in developing district-wide safety programs; and assist administrators in developing safety education programs applicable to specific operations.

Attend district site and department monthly safety meetings, including all safety meetings sponsored by STSIG or TPA; oversee the training of district site staff as an active resource for the districts; conduct safety meetings where needed.

Present safety training sessions and any special training required from a major safety incident; perform other assigned safety-related work as requested.

Review and evaluate injury and illness data to identify trends to assist in developing and implementing policies and training programs to reduce accidents; conduct training for employees on pertinent environmental, health, and safety laws, regulations, etc.; may head or serve on safety or loss control committees.

Distribute prevention, wellness & motivational literature and posters to create and maintain an active interest in accident prevention and wellness; review materials lists to determine acceptability of materials for use by district employees.

Research and assess new environmental and safety technology for possible implementation in the district.

Operate a computer and related software to input, output, update, and access various records and information; generate records, reports, lists, and summaries; operate standard office equipment; and purchase safety supplies.

Perform ergonomics evaluations/studies; test new equipment, services, and processes; install appropriate ergonomics equipment; use and calibrate safety-related equipment such as a noise level meter, light meter, indoor air quality meter, anemometer, etc.; operate a vehicle to conduct work; lift moderate to heavy objects.

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree from an accredited college or university with major course work in communications, business administration, risk management, or related field, and three years of experience facilitating/presenting educational material in group settings with an engaging presence. Proficient in Microsoft Office preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California driver's license and provide proof of insurance; pass pre-employment physical; pass Department of Justice (DOJ) fingerprint clearance.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE:**

Excellent writing skills, a highly articulate oral communication style, and the ability to clearly explain complex issues to various constituents.

Display an outgoing, communicative style that is comfortable working with various individuals at any level in the organization or membership.

Prepare and/or present preventive, wellness, and motivational trainings in a group setting with an informative and engaging presence. Participate in Board presentations.

Record-keeping techniques, research methods, and report-writing techniques.

Operating a computer, related software, standard office equipment, and safety-related equipment.

Applicable sections of the State Education Code and other laws, rules, and regulations related to assigned activities.

Interpersonal skills using tact, patience, and courtesy.

**ABILITIES:**

Perform the essential function of the position.  
Develop and implement training and evaluation programs.  
Interpret governmental regulations and define their applicability to operations and assets.  
Develop comprehensive programs necessary for implementation and direct actions required to achieve compliance.  
Perform ergonomic evaluations and work area modifications utilizing hand and power tools.  
Use and calibrate safety-related equipment.  
Research, analyze, compile, and verify data, and prepare reports.  
Operate a computer, related software, and standard office equipment.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Lift moderate to heavy objects according to safety regulations.  
Work independently or as part of a team to resolve complex environmental and safety issues.  
Communicate effectively, both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Outdoor, office, and site environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Sit or stand for extended periods; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves or make adjustments to workstations; climb to investigate and inspect; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities or view a computer monitor; lift moderate to heavy objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

**Apply by submitting a cover letter and resume by October 5, 2023, to Leah Grant at [Lgrant@stsig.org](mailto:Lgrant@stsig.org).**