Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE……:	Intern **(Part-Time)**
DEPARTMENT……:	Human Resources and Risk Management
DIVISION……...:	**Risk Management**
CLASSIFICATION/GRADE....:	Summer Intern
REVISED……:	04/2019
REPORTS TO……:	HR/RM Director/Claims Adjuster (Workers' Comp)
REVIEWED……:	04/2019
WAGES……...:	Hourly

***PLEASE SUBMIT YOUR CURRENT TRANSCRIPT WITH APPLICATION ***

SUMMARY:

This position is under the general supervision of the Claims Adjuster (Worker's Comp). The Intern will perform duties related to specific functions within the Risk Management department. The Intern will assist the RM Claims Adjuster (Workers' Comp) with filing of all types of claims including, but not limited to, worker's compensation, auto, general liability, and assist with gathering litigation claim documentation.

The Risk Management Intern will learn the practical application of:

1. Investigating claims, determining liability, keeping accurate records, working with legal counsel to recommend appropriate measures, selecting subrogation cases and assisting in collection of subrogated funds.
2. Meeting with staff, witnesses, claimants, law enforcement officers, medical personnel and other parties to compile information on specific claims and Parish operations in question.
3. Knowledge of claim litigation, investigative techniques in Government organization.

BASIC FUNCTIONS:

1. Assist Adjusters, Insurance Technician and other Administrative Technicians.
2. Performs general clerical duties such as answering phone, maintaining files, completing record searches, typing and other related duties.
3. Transcribe recorded statements.
4. Maintain Risk Management departmental records through scanning and shredding.
5. Performs all other responsibilities as assigned or deemed necessary by Supervisor and staff.

OTHER REQUIREMENTS:

1. Must be computer literate with proficient knowledge in Word Perfect, Power Point, Microsoft Word and Excel spreadsheets.
2. Must maintain discretion due to sensitive nature of certain investigations and repeated exposure to potential claimant's ability to discuss personal injury cases with various medical professionals and attorneys.

EDUCATION/EXPERIENCE:

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status** at community college or University in Human Resources or Risk Management **by May 2019.**