

**The Connection, Inc.**  
**Main Office**

**Posting Date: 1/20/2012**  
**Closing Date: 2/03/2012**

**Title:** Risk Management Specialist  
**Program:** Main Office  
**Supervisor:** V.P. of Human Resources  
**Status:** Full Time, Non Exempt

**PROGRAM SUMMARY:** The Connection, Inc. is a Connecticut-based nonprofit human service and community development agency which provides community based treatment, intervention, and prevention programs in the areas of behavioral health, community justice, supportive housing, and women and children's services.

**POSITION SUMMARY:** The Risk Management Specialist will manage property and liability insurance coverage for TCI and TCF and its subsidiaries. This position is responsible for all leases, and service contracts. They will handle all incoming insurance questions and incident reports and will also provide any needed assistance and support to the Human Resources Department. **Schedule:** Full Time/ 40 hours per week; Monday through Friday 8:30-5.

**Qualifications:**

One of the three qualification requirement combinations must be met in order to apply for this position:

Education	And	Job Experience
1. Associate's Degree	And	4 years of experience
2. Bachelor's Degree	And	2 years of experience
3. Certification	And	4 years of experience w/ 1 year supervisory Experience

- Advanced Written and verbal communication skills.
- Experience in Risk Management Preferred
- Bi-Lingual encouraged to apply

Salary set forth by the President/CEO of The Connection, Inc. within the wage range of \$34,000- \$85,000 annually.

Benefits as set forth in The Connection, Inc. Staff Handbook.

**Please submit resumes to:**

The Connection, Inc.  
Attn: Lynn Spencer, V.P. of Human Resources  
100 Roscommon Dr., Suite 203  
Middletown, CT 06457

**Email Address:** [lspencer@theconnectioninc.org](mailto:lspencer@theconnectioninc.org)

**Fax:** 860-343-5517

Posting Number: 2012-11