



Job Description

Job Title	Risk Management Case Manager
Job ID	183449
Location	City of Tallahassee
Full/Part Time	Full-Time
Regular/Temporary	Regular

[Return to Previous Page](#)

[Switch to Internal View](#)

About Us

Tallahassee, a diverse community of nearly 200,000 residents, is the state capital and home to Florida A&M University, Florida State University, and Tallahassee State College. It is known for its national forest, freshwater lakes, and abundant parks and recreational activities. Located in the north-central portion of the state of Florida.

The City, as an organization, has a devoted workforce of approximately 4,000 people who come together to ensure the needs of the community are met through municipal services. These services include Police, Fire, Utilities (electric, gas, water, wastewater, stormwater), Parks and Recreation, Aviation-Tallahassee International Airport, and general municipal services. The City's mission is to be the national leader in the delivery of public service.

The City of Tallahassee's workforce is our community's lifeblood, we offer diverse career opportunities, a positive work-life balance, competitive compensation, exceptional wellness programs, and comprehensive benefits, all of which position us to be the premier employer of choice for this area.

Apply On Or Before

Apply on or before 11pm on Tuesday, March 17th, 2026

Department Name

Office of the Treasurer-Clerk (Risk Management)

Job Specifications

The City of Tallahassee's City Treasurer Clerk's Office is looking for a motivated, detail-oriented case manager to join our team. In this role, you'll provide medical case management and oversight for injured employees in the Workers' Compensation program. Your work will support the rapid recovery of employees, a safe and timely return to work, and the prevention of future injuries.

What You'll Do:

- Coordinate medical referrals for injured employees
- Support Risk Management staff by reviewing injury-related documentation, evaluating treatment demands and providing informed case guidance.
- Consult with stakeholders on occupational hazards, conduct job site analyses, and recommend corrective or preventative measures to reduce risk.
- Interpret and communicate medical findings to relevant partners and make evidence-based recommendations for job modifications or work restrictions as needed.

For the complete job specification, listing essential duties and desirable qualifications, go to [Risk Management Case Manager](#)

Minimum Training & Experience

- Associate's degree in nursing;
- Four (4) years of professional nursing experience

Necessary Special Requirements

- Must hold a current Florida Nursing license at the time of application.
- Successful applicant must also hold (or obtain through reciprocity) licensure in neighboring states (Alabama or Georgia).

NOTE: Preference may be given to applicants with certification in Occupational Health Nursing or Case Management designations.

Salary Range

\$21.6689 to \$58.7999/hourly. Hiring rate generally will not exceed \$38.9781/hour.

Benefits Information

The City of Tallahassee offers a comprehensive benefits package, including:

- Paid vacation, sick leave, parental, and catastrophic illness leave
- Defined benefit pension and defined contribution plans
- Paid holidays
- Tuition reimbursement
- Medical, dental, and vision insurance
- Life and long-term disability insurance
- Pre-paid legal, critical illness, and auto insurance plans

For more information about benefits offered to eligible City employees, visit [ALEX](#) or [2025 Benefits Summary](#).

How To Apply

Visit Talgov.com/Employment click on the 'Apply Today' button, then navigate to 'My Job Applications' icon, and create an account. Only online applications will be accepted for this vacancy. Remember, you must complete all sections of the application, including the education and work history section, even if this information is included on your resume.

If you have any questions regarding this position or the application process, please contact the City's Human Resources and Workforce Development Department at 850-891-8214.

Equal Opportunity Employer:

The City of Tallahassee is an Equal Opportunity Employer committed to promoting equity and celebrating diversity. The City of Tallahassee invites applications without regard to an individual's race, color, gender, religion, national origin, age, disability, marital status, pregnancy, sexual orientation, gender identity, veteran status, or any other characteristics protected by law.

Veterans' Preference:

Certain service members and veterans, and the spouses of the service members and veterans, will receive preference and priority, and certain service members may be eligible to receive waivers for postsecondary educational requirements. For information on who may be eligible for Veterans' Preference, go to <http://floridavets.org/benefits-services/veterans-preference/>, or call Human Resources & Workforce Development at (850) 891-8214. To claim Veterans' Preference, applicants must upload a DD-214 (and other documentation, as applicable) with their online application prior to the closing date of the job opening.

Accommodation for Persons with a Disability:

If you require an accommodation, as defined by the Americans with Disabilities Act, please contact the City's ADA Coordinator, in the Office of Diversity & Inclusion, at 850-891-8950 or at TLHADA@talgov.com Monday through Friday, between 8 a.m. and 5 p.m., or TDD 711, at least 48 hours, (excluding weekends and holidays), prior to the application deadline.

