

Jr. Workers Compensation Claims Specialist

Employment Responsibilities

- Build strong relationships with our clients, working in partnership with them to address their workplace absence issues
- Managing workplace injury claims, minimizing time-loss and claim costs through early intervention and proactive co-ordination of services
- Ensuring regular and open lines of communication with clients and the provincial Boards Liaising with the provincial Workers' Compensation Boards
- Reviewing claim files
- Interpreting provincial workers' compensation legislation, policies and procedures Filing reports of injury, identifying appeal issues, drafting letters of objection Assisting Jr. Claims Specialists with completing and submission of Form 7's,
- Completion of 'Return to Work', 'No Lost Time' and 'No Medical Attention' WSIB/WCB claims
- Coordinating case management activities including developing, implementing and monitoring return to work and rehabilitation strategies
- Facilitating 3rd party interventions (functional capacity evaluations, independent medical evaluations)
- Other duties as assigned

Qualifications:

- Work experience in a workers' compensation claims management capacity either at the WSIB (or a similar provincial workers' compensation board-commission) or in an in- house capacity at a private company.
- Corresponding knowledge of workers' compensation statutes, policies and procedures. Workplace health and safety would be an asset but not necessary.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point). Proven organizational and time management skills.

If you are interested in applying, please forward a cover letter and resume to:

Human Resources
Email: careers@windleyely.com
