WSCC Careers

Case Aide, Yellowknife, term ending December 18, 2020

N20/23NT

The WSCC's vision is to eliminate workplace diseases and injuries. In partnership with stakeholders, we promote workplace health and safety while providing no fault insurance to employers and care for injured workers. We uphold the values of respect, engagement, integrity, openness, cultural safety, excellence and stewardship in the workplace.

Reporting to the Supervisor, Case Management and Pensions, and located in Yellowknife, the Case Aide is a front-line worker and a member of the WSCC's Case Management and Pensions unit. The Case Aide provides support functions to case management, which includes closing files, confirming invoices, reviewing files for disclosure, requesting information required for decision making, filing, pension transfers, creating payments, medical summaries, and records management.

The work completed by the Case Aide assists the Claims and Review Committee staff in the decision process mandate under the *Workers' Compensation Acts*. Ensuring complete and accurate information is integral and essential for the decision processes of claims entitlement, medical aid and rehabilitation of injured workers.

The successful applicant will have strong analytical and organizational skills, prioritize tasks effectively, administrative abilities and competent in providing a high level of customer service.

This position requires a Certificate in Social or Human Science, with one year of administrative experience, preferably in human or social service setting. Knowledge of claims processing is considered an asset. Equivalencies will be considered on a case by case basis.

The salary ranges from $33.20 per hour to $39.65 per hour (approximately $64,740.00 to $77,317.50 annually), plus an annual Northern Allowance of $3,700.

A satisfactory criminal records check is required for this position.

Closing Date: **July 5, 2020 at 5:00 PM MT**

If this sounds like a good fit for you, please forward your resume quoting the competition to:
Email: careers@wscc.nt.ca

You must clearly identify your eligibility to receive priority consideration under the Affirmative Action Policy.

The WSCC is an inclusive workplace. If you have a disability and require support or accommodation during the hiring process, we encourage you to identify your needs when we contact you for an interview.

We may use this competition to fill similar vacancies that become available over the next six months.

The ability to communicate in an official language of NWT in addition to English is an asset.

safety & care

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