

- Prepares timely, efficient and accurate initial decisions on all claims according to Unit standards.
- Calculates Permanent Medical Impairment impairments for acceptable Hearing Loss claims and refers them to the Pensions Division for Administration.
- Determines the appropriateness of initial medical services provided by health professionals to the injury.
- Establishes and maintains contact with workers and their families, employers, health professionals, union representatives, worker / employer advocates and other interested parties to review the claim progress, resolve areas and ensure the on-going administration of the claim.

3. Other related duties.

- Assists with special Medical Services unit projects.
- Prepare and maintain statistics for the Medical Advisory Clinic activities.
- Co-ordinate and schedule the medical examination clinics and PMI clinics in house. Prepare claim files for clinics.
- Liaises with and acts as a resource for other community-based health care professionals.
- May provide administration support to the Medical Advisor and visiting specialists by proofreading out-going correspondence, medical summaries, doctors' examinations and advisory reports.
- Prepares copies and scans reports, order supplies, processes correspondence and maintains correspondence to hard drive.
- Maintains client administrative records.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

Considerable amounts of time reading and communicating (verbal and written).

Mental Demands

Volume and pace of job tasks and workload is variable and unpredictable.



ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

French preferred

Indigenous language: Select language

Required

Preferred