

## Review Committee Registrar, Yellowknife (17 Month Term) N21/65NT

The WSCC's vision is to eliminate workplace diseases and injuries. Our mission is to promote workplace health and safety while providing no fault insurance to employers and care for injured workers. Our values are respect, engagement, integrity, openness, cultural safety, excellence and stewardship in the workplace.

This Review Committee Registrar (Registrar) reports to the Chair, Review Committee and located in Yellowknife. The Registrar performs the initial review of all Employer Services and Claims decisions submitted for review, deciding whether issues are eligible for review and identifying the correct issues in accordance to the *Workers' Compensation Act and WSCC Policies*. The Registrar acts as the first point of contact for claimants and employers from the Northwest Territories and Nunavut, legal and medical professionals, the Workers' Advisor and other advocates.

The Registrar researches and prepares case summaries, compiles information, prepares statistical information, and provides administrative support for the day-to-day operation of the RC office to ensure the smooth operation of the Committee. In keeping with the Vision, Mission and Values of the WSCC, the Registrar exhibits a high degree of confidentiality, tact, diplomacy and cultural sensitivity when interacting with clients who are often upset, having already received an unsatisfactory decision from the WSCC.

This position requires a two-year diploma in a related field combined with two years of related experience. Medical and legal terminology course work and knowledge would be an asset. Knowledge of the WSCC and its legislation and policies is an asset. A certificate in Foundations of Administrative Justice is an asset. Other equivalent combinations of education and experience will be considered.

The salary for this position ranges from \$37.48 to \$44.77 hourly (approx. \$73,086 to \$87,302 yearly), plus a Northern Allowance of \$3,700.00 yearly.

**A satisfactory criminal records check is required for this position.**

Closing Date: **Monday November 29, 2021 @ 11:59 PM (MST)**

If this sounds like a good fit for you, please forward your resume quoting competition to:

**Email:** [careers@wsc.nt.ca](mailto:careers@wsc.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 the NWT in addition to English is an asset.*

safety & care