

Claims Representative, Yellowknife

N 21/47 NT

The Claims Representative is located in Yellowknife and reports to the Supervisor, Claims Processing. This position is the first contact with injured workers and employers to gather information for all registered claims and encourage a safe and timely return to work. From the information obtained, the Claims Representative will entitle and pay benefits on claims of up to 3 days' time loss and exposure claims. The incumbent also gathers information on time loss, no time loss, psychological, harvester, progressive and complex claims and forwards on to the Claims Officer or the Claims Processing Supervisor for further investigation. The Claims Representative's first response will determine the future of the claim and whether the unit standards will be met in a timely fashion.

Prompt attention by the Claims Representative is critical for the Claims Services Unit to meet the mandate of fair and timely compensation benefits to injured workers. The Claims Representatives gathers information on approximately 2,500 claims per year and completes over 200 daily compensation calculations for time loss claims. Any error in the calculation of benefits will adversely affect the Workers' Protection Fund.

This position requires Completion of a 2-year Social Science Diploma with two years of administrative experience in a similar office environment and customer service skills with a demonstrated mathematical ability performing complex financial calculations. We consider equivalencies on a case by case basis.

Salary ranges from \$36.93 to \$44.11 hourly (approx. \$72,013.50 to \$86,014.50 yearly), plus a Northern Allowance of \$3,700 yearly.

A satisfactory criminal records check is required for this position.

Closing Date: July 30, 2021 at 5 PM MST

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 NT, in addition to English, is an asset.

safety & care