



Workers Compensation Administrator

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This position is accountable for regulatory compliance and administration of the workers' compensation program to include but not limited to: proactive claim management, investigations, documentation, claim submission/form completion, OSHA reporting, actively engage in the interactive process, leave of absence management, benefits, report generation, injury/illness data analysis, and vendor liaison. Multi-tasking and organizational skills are essential with accurate usage of multiple computer systems including timekeeping system (Kronos), MS Word and Excel, and Lawson (HR System) in order to achieve timely reporting and claims submission. The Workers' Compensation Administrator will maintain open communication with employees, leaders, claims administrators as well as inter/intra departmentally while supporting organizational goals, policies and procedures.

This position requires an Associate's Degree or equivalent experience with a Bachelor's Degree preferred. The Workers Compensation Claims Professional (WCCP) certification is preferred. A minimum four (4) years' experience in workers' compensation or disability management is required.

The following skills are required for success in the role:

- J Intermediate to advanced skills with the ability to track, trend and graph data
- J Ability to communicate with all levels of the organization with compassion
- J Critical thinking abilities and interviewing skills that will draw out details or solution options when engaging in the interactive process
- J Ability to independently write professional correspondence

Valley Children's offers a competitive salary, comprehensive benefits package and more!

To learn more about us and apply online please go to www.valleychildrens.org