

TERM EMPLOYMENT OPPORTUNITY

Third Party Adjuster 1-Year Term *Halifax, Nova Scotia*

About the Workers' Compensation Board of Nova Scotia

Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

About the Role

The Third Party Adjuster is responsible for ensuring compliance with the provisions of the Workers' Compensation Act of Nova Scotia and exercising the third party subrogated rights of the Worker's Compensation Board (WCB) and maximizing third party recoveries for the WCB through the efficient investigation, evaluation and negotiated disposition of third-party claims; and managing the ongoing development, operation and reporting of the activity of the WCB's Third Party Program.

Work at this level involves independently reviewing case referrals for possible action, identifying and assessing cases for negligence and apportionment of liability, determining claim type and pursuing a course of action for recovery, communicating with WCB Legal Counsel on handling third party matters; supporting active cases where outside Legal Counsel are involved; preparing legal documents in draft form; investigating third party claims and negotiating settlements of varying magnitude, obtaining the authority for final settlements exceeding \$20,000; assisting in the development and operating of the WCBs' Third Party Program, and collaborating in the development and implementation of new policies and procedures to enhance the Third Party Program. Providing guidance to WCB staff on Third Party matters associated with claims.

Your Experience & Skills

- Grade 12 or equivalent, plus completion of the mid-level adjuster accreditation requirements with the Nova Scotia industry.
- Minimum of three (3) years' experience in the insurance industry, or in an adjudicative role within a WCB, or within another adjudicative-type agency.

We offer a competitive compensation package ranging from \$57,423 - \$71,781.

Application Details

Please email your resume and cover letter to hrdept@wcb.ns.ca by **4pm on February 14, 2025**. In the subject line of your email, please quote: **JV 13-25 EXT Third Party Adjuster**.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews. *Please note:* WCB is required to check all employment references before presenting an offer to the successful candidate.

Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do-attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner.

To request accommodation, please contact the Human Resource team by email at hrdept@wcb.ns.ca. All information received will be kept confidential.

To learn more about WCB Nova Scotia, visit www.wcb.ns.ca or connect with us on [LinkedIn](#).