

**PERMANENT & TERM EMPLOYMENT OPPORTUNITY  
(5 POSITIONS AVAILABLE)**

**RETURN TO WORK ASSISTANT**

*Halifax Nova Scotia*

**About the Workers' Compensation Board of Nova Scotia**

The 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 WCB is seeking an energetic and adaptable candidates with a strong administrative background to join our Service Delivery and Psychological Injury Teams.

The Return to Work Assistant collaborates with a case management team to support those injured at work and, where possible, support their safe recovery while working. The Return to Work Assistant also support the worker's overall safe and timely return to work.

As a Return-to-Work Assistant, you are an important member of the case management team. Your work is primarily administrative, assisting workers, case workers, employers, and service providers throughout the course of supporting recovery from a workplace injury. This includes responding to general inquiries regarding claim status and assisting case workers in activities and plans that support the injured worker's recovery. Other important tasks include entering relevant data into the system to set benefit rates, processing a range of requests while following established processes and procedures, as well as using Microsoft Office Suite and a claims management system.

**Your Experience & Skills**

If you are a motivated and experienced professional with strong accuracy, organizational and adaptability skills, this may be the position for you. The successful candidate will be someone who thrives on working in a fast-paced environment and works well both independently and as part of a team.

As the ideal candidate, you possess:

- 1 year college diploma in business or office administration or a related discipline
- Minimum of 1 year experience working in a customer service environment
- Demonstrated experience working with computer software programs in a customer service environment



- Previous work experience in a public or private insurance, medical, safety or another related environment is an asset

**We offer a competitive compensation package ranging from \$45,182-\$56,476.**

## Application Details

Please email your resume and cover letter as one document **with your name and the job title in the document title** (Microsoft Word format) to [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca) **by 4 pm on March 22, 2024**. In the subject line of your email, please quote competition number: JV 37-24 EXT Return to Work Assistant.

**We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews (virtual or in-person). 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](mailto:hrdept@wcb.ns.ca). All information received will be kept confidential.

