

PERMANENT EMPLOYMENT OPPORTUNITIES

Benefits Assessment Clerk

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 Benefits Assessment Clerk (BAC) follows established procedures to calculate earning replacement rates for all assigned claims. This role gathers, assesses, and then inputs relevant data into the claims system, and communicates benefit information to internal customers once the rate has been determined.

The BAC is responsible to gather all relevant payroll and benefit data to ensure accurate rate setting. The BAC achieves this by working closely with internal and external customers, including Caseworkers, Employers, and Injured Workers to ensure the appropriate information is considered, in accordance with the Act, Policy and Procedures so that rates are determined correctly.

The BAC is responsible for keeping clear, accurate and up to date documentation for each calculation performed. The BAC communicates with internal colleagues to explain how the calculated benefit was determined and where appropriate and necessary to Employers and Injured Workers as well. When required, the BAC prepares a written decision in an appeal process.

Your Experience & Skills

- A two (2) year business administration diploma in Accounting or Finance.
- One (1) year experience in a decision-making capacity interpreting and applying provisions, policies, and/or procedures in an accounting environment.

We offer a competitive compensation package ranging from \$47,233 – \$59,035.

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 by **4 pm on May 17, 2024**. In the subject line of your email, please quote competition number: **JV 76-24 Benefits Assessment Clerk**.

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. All information received will be kept confidential.