



## 12 MONTH TERM EMPLOYMENT OPPORTUNITY

### Return to Work Assistant

*Sydney, 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 Return to Work Assistant will work with a case management team involved in the day-to-day management of injured worker claims. Work involves primarily administrative tasks assisting in the return-to-work process, including responding to inquiries from injured workers, employers and service providers; processing a variety of requests following pre-established processes and procedures, and use of MS Office suite of products as well as a claims management system.

If you are a motivated and experienced Return to Work Assistant with strong accuracy, organizational and adaptability skills this may be the position for you. The successful candidate will be someone who thrives working in a fast-paced environment and works well within a team environment as well as working independently.



### As an ideal candidate, you possess:

- 1 year college diploma in business or office administration or a related discipline.
- 1 year experience working in a customer service environment.

As safety champions, all employees are responsible for following safe work procedures; using personal protective and safety equipment as required; knowing and complying with all regulations; reporting any illness or injury immediately to their manager; reporting unsafe acts and unsafe conditions; and cooperating with occupational health and safety initiatives.

We offer a competitive compensation package including a salary range of **\$44,957 - \$56,195**.

### 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 September 29, 2023**. In the **subject line of your email**, please quote competition number: **JV 78-23 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. Any offer of employment will be conditional upon the completion of all applicable background checks, confirmation of credentials, the results of which must be satisfactory to the WCB.

WCB embraces a culture of belonging in the workplace. No matter who you are, where you're from, how you think, what you believe in, or who you love, we welcome your application. We all come from different backgrounds and different walks of life, bringing in unique perspectives and experiences. We encourage applications from 2SLGBTQ+, Black, Indigenous and People of Colour (BIPOC), women, newcomers to Canada, and people with disabilities. WCB Nova Scotia is an equal opportunity employer committed to supporting and developing our employees. Visit our website at [www.wcb.ns.ca](http://www.wcb.ns.ca).

WCB Nova Scotia champions safety and promotes a diverse and respectful workplace. We are a scent and allergen reduced environment.