

## EMPLOYMENT OPPORTUNITY

### Occupational Disease Administrator

### Permanent position in Halifax, NS

#### About Us

Pursuant to the *Workers' Compensation Act*, we provide workplace injury insurance to workers and employers in Nova Scotia. Every day, our employees work to reduce the human and financial impact of workplace injury. We work to prevent workplace injuries, but when it occurs, we are there to provide security from its impact to workers and their families.

We work with workplaces across the province to help prevent workplace injuries, and to establish strong return-to-work programs. When injury occurs, we support injured workers to return to work in a safe and timely manner. We provide income replacement benefits, support rehabilitation and offer return-to-work assistance. We also provide extended benefits in cases where an injured worker is no longer able to work due to their workplace injury, and we support families in the wake of workplace tragedy.

We are a leader in Nova Scotia's growing workplace safety culture. Our social marketing campaigns spark important conversations and behaviour changes related to workplace safety. We work with our partners to reduce the human impact of workplace injury, through the promotion of workplace safety and return to work.

Guided by our Strategic Plan, we are focused on service improvement, innovation and opportunity.



#### About the Role

The WCB is seeking a dedicated and service-oriented individual with strong communication skills to join our Occupational Disease team.

The Occupational Disease Administrator's responsibilities include arranging medical appointments for occupational disease workers; recording appointment information on the system; creating/drafting and preparing correspondence for occupational disease referrals to the appropriate specialists as directed.

The incumbent is responsible for tracking results and reports of all incoming tests related to occupational disease, and where required, sending the documents for review of evidence of the specific disease. Duties consist of creating referral letters, reviewing results of industrial occupational disease reports, inputting information into the system, making follow-up appointments, summarizing in a medical opinion and passing it along to case workers.



**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

WCB Nova Scotia champions safety and promotes a diverse and respectful workplace. 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 are a scent free environment. WCB champions safety and promotes a diverse and respectful workplace.

We offer a competitive compensation package including a salary range of **\$42,367 - \$52,958**

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, **May 6, 2022**. In the **subject line** of your email, **please quote competition number: JV 26-22 EXT Occupational Disease Administrator.**

**We thank all candidates for their interest, however only those selected for an interview will be contacted.**

**Any offer of employment will be conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.**

The WCB is an equal opportunity employer committed to supporting and developing our employees. For more information, visit our website at [www.wcb.ns.ca](http://www.wcb.ns.ca) or follow us on LinkedIn/Twitter.