

## Workers Compensation Claims Specialist.

This position is an integral part of WPI taking care of our most valuable asset, our employees. We require someone who is compassionate and caring when guiding the injured worker through the claims process, while maintaining the toughness and common sense required to manage each claim to closure as efficiently as possible. This position involves considerable personal contact with claimants, medical providers, attorneys, WPI management, insurance carriers and the Workers Compensation systems in the States WPI conducts business.

### Job Duties/Responsibilities

- Aggressively manage all worker's compensation claims to resolution; Including Owner Controlled Insurance Program (OCIP) and Contractor Controlled Insurance Program (CCIP) claims.
- Create and implement training, perform coaching and motivate employees on their responsibilities in the claims process.
- Initiate, coordinate and ensure early Return to Work (RTW) efforts with the worker and carrier for all states in which we do business.
- Manage claims from injury through closure, assisting as needed.
- Establish and supervise treatment clinics and protocols in each region with input from regional management.
- Confer with insurance carriers and/or attorneys to ensure optimal outcomes.
- Develop/Implement and/or maintain loss reduction strategies and programs to improve processes and financial results.
- Stay abreast of statute changes in all states in which WPI does business.
- Review and update Grab and Go packets, RTW and related training materials.
- Analyze reporting on litigation rates, average claims costs, duration.
- Ability to create reporting of raw data: create presentation on performance metrics.
- Assist in creating/updating policy and best practices in claims management.
- Regularly work with EHS and Field Operations on investigations, corrective actions and proactive measures.
- Track all injuries and near misses in data base.

### Required Skills

- Experience with Construction Workers Compensation claim management.
- Strong understanding of Workers' Compensation principles.
- Critical thinking, problem solving, sound decision making.
- Ability to prioritize tasks.
- Excellent written and oral communication skills.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Self-directed with excellent follow through.