

East Side Union High School District

Job Title: Worker's Compensation and Return-to-Work Coordinator

Description of Basic Functions and Responsibilities:

Under the supervision of the Manager of Insurance and Risk Management;

- Provides technical/fiscal recordkeeping
- Coordinates the work injury reporting program and recordkeeping in accordance with the relevant laws
- Coordinates worker's compensation benefits with employees, payroll, human resources, supervisors, site administrators, medical facilities, and claims administrators
- Performs the complex tasks of daily processing, monitoring and handling of worker's compensation claims issues
- Has primary responsibility for supervising the district's temporary modified and transitional return-to-work program
- Is responsible for certificates of liability insurance for the district
- Processes vehicle accident claims reports. Reports liability claims to the claims administrator
- Provides support to Risk Management Department
- Performs other duties as required

Supervisor/Reporting: Manager of Insurance and Risk Management

Typical Duties:

1. Processes and monitors the daily tasks associated with worker's compensation program:
 - Receives initial reports of injury

- Distributes and processes appropriate paperwork
 - Communicates with injured employees, site administrators and supervisors of injured employees regarding medical status and return-to-work options
 - Communicates with worker's compensation claims administrator
 - Identifies questionable worker's compensation claims
 - Handles a high volume of inquiries regarding claims status and disposition
 - Tracks all temporarily disabled employees' absences and work status
 - Performs complex task of input for statutory worker's compensation benefits
 - Analyzes reporting systems and recommends streamlining and electronic reporting options
 - Maintains the OSHA 200 log
2. Coordinates, analyzes and monitors district's modified duty program for temporarily disabled employees:
- Documents employees work restrictions and, where feasible, coordinates modified assignments within the employee's abilities. Monitors the length of time an employee is allowed temporary modified duty
 - Coordinates temporary modified work with physicians, clinics, supervisors and employees to expedite an employee's return to work.
 - Provide physicians and medical clinics with employee's job duties
 - Develops transitional or modified work assignments.
3. Processes liability and property claims and requests for certificates of insurance.
- Processes all requests for certificates of insurance and coordinates program with insurance carriers
 - Conducts fiscal recordkeeping on property and liability claims

- Processes and monitors vehicle accident reports and claims
4. Monitor department budgets
 5. Prepares reports
 6. Performs other duties as assigned

Employment Standards:

Knowledge of:

- Worker's compensation claims reporting and procedures
- Basic medical terminology
- Interactive principles of communication in both oral and written forms
- Letter writing and standard business practices
- Standard computer software for business communication and recordkeeping
- Fiscal recordkeeping procedures
- Organization claims and documents management
- Certificates of insurance procedures

Ability to:

Effectively communicate verbally and in writing

Establish and maintain strong working relationships with employees, site administrators, claims administrators and outside providers

Work effectively with others

Take initiative and responsibility for tasks and projects

Analyze reporting systems and recommend effective streamlining of procedures including electronic reporting

Performs accurate fiscal recordkeeping duties

Provides support to the Manager of Insurance and Risk management and the department

Perform the complex tasks of verifying work-related absences and accurately inputting in the records into the system

Minimum Qualifications

Must possess a valid California Driver's License