

Job Title:	Workers' Compensation Coordinator	Wage/Hour Status:	Hourly
Reports to:	Director, Risk Management	Pay Grade:	307
Dept./School:	Risk Management	Date Revised:	September 10, 2021

Primary Purpose

Perform advanced secretarial duties in support of the department. Tasks are diverse and require frequent use of individual analysis and judgment. Work under limited supervision.

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills

- Passing score on district's clerical SET test
- Proficient typing, word processing, and file maintenance skills
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to understand and interpret rules and regulations
- Knowledge of computers and business software for word processing and to develop spreadsheets and databases
- Knowledge of the Division of Workers' Compensation (DWC) rules.

Experience

Four (4) years' related experience

Major Responsibilities and Duties

1. Perform routine typing tasks to generate department documentation, records, and correspondence.
2. Document calls and written reports concerning injuries suffered by employees.
3. Call each job location and ascertain if the injured employee is absent or present anytime during the time when a report is called or mailed into the Risk Management Department.
4. Process Division of Workers' Compensation (DWC) forms.
5. Execute wage statements for employees that are absent from work due to an injury.
6. Verify compensable injuries to callers from hospitals, doctor's offices, pharmacies, etc.
7. Consult with injured employees while out or returning to work.
8. Submit employee hospital, doctor, prescription, and physical therapy bills to third party administrator for payment.
9. Submit third party administrator invoices to the Finance Department for payment.
10. Submit applicable paperwork for purchase orders.
11. Assist the director with the production of reports and documents.
12. Work independently receiving a minimum of detailed supervision and guidance.
13. Coordinate specific work requiring the participation of other departments.
14. Provide reports, correspondence, and verbal assistance to school officials.
15. Maintain confidentiality when working with sensitive materials and/or employee files.
16. Uphold and adhere to District's safety rules, policies, and procedures.
17. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Telephone, personal computer, printer, fax machine, copier, and calculator.

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruption; occasional prolonged and irregular hours, repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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