

WORKERS' COMPENSATION REHABILITATION SPECIALIST

KIND OF WORK

Professional Workers' Compensation benefits and rehabilitation work.

NATURE AND PURPOSE

Under limited supervision performs professional work in the administration of the rehabilitation and medical provisions of division laws, rules and policies; provides information and assistance to all parties to the system; analyzes, reviews and mediates disputes regarding eligibility for rehabilitation benefits to ensure that injured workers receive Workers' Compensation benefits to which they are entitled; performs related work as assigned.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Determine and document rehabilitation or medical benefits eligibility to determine compliance with laws, rules and policies through the conduct of administrative conferences and documents reviews and issuance of decisions.

Responds to inquiries and correspondence from employees, employers and others to assist with the rehabilitation process by explaining the procedures and requirements necessary to comply with Workers' Compensation statutes, rules, policies and procedures.

Originate and develop liaison and open communications with all parties to the Workers' Compensation system and with the general public to develop the credibility of the Rehabilitation Services Section by providing appropriate information to concerned parties.

Analyze, evaluate and approve plans for Workers' Compensation rehabilitation benefits and related administrative actions to ensure compliance with Workers' Compensation law and agency procedures using audits of documents and records reviews (including medical reports, payment records and related filings) and administrative conferences.

Administer the Workers' Compensation rehabilitation program regulations to ensure compliance with all requirements via case file reviews, fact finding correspondence and conferences and the application of laws, rules, policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Workers' Compensation law and agency policies and procedures sufficient to evaluate cases and make binding decisions which are correct and consistent with current requirements and interpretations of statutes and administrative procedures.

Legal terms and syntax sufficient to understand the Workers' Compensation laws and legal issues presented in conference.

Division/section operations sufficient to recognize and prioritize specific work activities and effectively employ information and resources in the execution of duties.

Mediation and communication facilitation techniques sufficient to effectively initiate and implement conflict resolution activities.

One or more specialized professional areas of Workers' Compensation vocational or medical rehabilitation sufficient to independently review and monitor complete cases and assess appropriateness of the rehabilitation program for the worker.

Ability to:

Execute mathematical calculations and computations sufficient to implement the Workers' Compensation laws.

Communicate and interact with tact and understanding with any party to Workers' Compensation system sufficient to explain the system and agency procedures.

Communicate verbally and in writing complex and technical concepts and instructions to constituents sufficient to explain their roles, responsibilities and the Workers' Compensation system.

Execute operational policy decisions as well as all technical and administrative decisions regarding Workers' Compensation system procedures sufficient to execute position responsibilities independently under administrative direction.

Interpret and understand rehabilitation and medical reports and medical providers statements sufficient to identify and evaluate medical and rehabilitation issues and their significance to any injured worker's rehabilitation and ability to return to work.