

# Disability Case Manager Cover Letter

6298 Robin Route New Salvadorberg, CT 69770

**Dear Dakota Lebsack,**

Please consider me for the disability case manager opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for guidance to employees and managers with respect to the American Disability Act (ADA), Transitional return-to-work, Worker's Compensation (occupational and non-occupational injuries), and other disability related benefits.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- County policies and procedures, Administrative Code, CS Rules, Personnel Procedures, Memoranda Of Understandings (MOU's), and personnel administration
- EEO concepts and guidelines for compliance related to employee/applicant disabilities
- Effective techniques of interpersonal relations, negotiation, strategies, conflict resolution and problem solving
- Statistical methods used to analyze data
- Human resource management systems applications, and other commonly used software applications
- Fully bilingual in English and in French
- Very strong written and verbal communication skills in French and English
- Reach out to obtain relevant clinical, vocational, employer, financial, and other informational internal and external resources to gather relevant data, compare it to the applicable contract/administrative agreement and procedural documents, conduct an analysis, and engage peers and management as appropriate

**Thank you for taking your time to review my application.**

